



SAFEGUARDING OFFICER Handbook



Changes in 2024	
General	Safeguarding Handbook Review This handbook has undergone a major review, please read it carefully.
2.4	Recording Safeguarding Incidents Online All safeguarding incidents must be recorded online on the CPOMS system by the Safeguarding Officer or their Deputy. <i>Safeguarding Incident Logs</i> may still be used by volunteers to record information before being handed to the Safeguarding Officer for input online. All <i>Safeguarding Incident Logs</i> must be shredded after use. Instructions on how to use CPOMS will be emailed separately.
2.8	Safeguarding Training As of 1 July 2024, each volunteer must complete CPAS's Basic Safeguarding online training. This will form a compulsory part of leader recruitment, alongside DBS and references on OBS, and will need to be completed every 3 years.
2.1.1	The wider safeguarding network Guidance added on when to inform police and/or social services about safeguarding concerns.
2.4.6	When to contact the VF Office New section.
	<i>Safeguarding Incident Log Form</i> Updated to record incidents before input into CPOMS.

'But let all who take refuge in you be glad; let them ever sing for joy. Spread your protection over them, that those who love your name may rejoice in you.' Psalm 5:11

Safeguarding Consultants: thirtyone:eight

All safeguarding incidents need to be recorded and appropriate support actioned. Advice should be sought regarding safeguarding concerns. If you need to contact a safeguarding professional you can contact thirtyone:eight.

If you need to contact thirtyone:eight, the helpline is open from 9am-5pm weekdays. For emergency safeguarding situations they have an out-of-hours helpline which is open between 7am-9am and 5pm-midnight on weekdays, and 7am-midnight on weekends and bank holidays.

0303 003 1111 (option 2)

All consultations with thirtyone:eight and the subsequent recommendations will be shared with CPAS. It is the responsibility of the Safeguarding Officer (or Deputy, if a case is managed by them) to follow the recommendations made by thirtyone:eight, even after the holiday has ended.

The VF Office is also contactable during your holiday

We have updated guidance on what needs to be urgently reported. Please see section 2.4.6.

VF Office during office hours: 0300 123 0780

Out-of-hours emergency number (during your holiday): 0333 034 1450

Any phone charges incurred can be claimed back as an expense.

Checklist

Preparation

- [] Discuss with the Overall Leaders the implications of the safeguarding policy on practical issues, such as sleeping arrangements and making confidential phone calls.
- [] Ensure your Overall Leaders appoint a deputy Safeguarding Officer.
- [] Establish good communication with the Safety Officer, Healthcare Co-ordinator and Activities Co-ordinator on your Venture or Falcon. (If you do not know who they are, ask your Overall Leader).
- [] Liaise with the Safety Officer regarding risk assessments, so that safeguarding aspects are considered amongst the risks.
- [] Ensure every volunteer has received training on the policy and has been given a copy (or a set of equivalent pointers) of the handout *Safeguarding: Pointers for Volunteers* (HAN006).
- [] Ensure you have blank *Safeguarding Incident Forms* (VFC036). The VF Office sends ready-printed forms before your Venture or Falcon.
- [] Make the team aware that the local Police Station can be contacted regarding missing persons support, reporting a crime or seeking Police Protection by calling 101.
- [] Download the 'NHS Safeguarding' app which will tell you which local authority a child's home address is within, and therefore which Children's Social Services you would contact if a referral needed to be made.

On arrival/during the event

- [] Ensure that all information on the Essential Information for Volunteers leaflet or the leaflet itself be given to every volunteer.
- [] Put blank copies of Safeguarding Incident Forms and Continuation sheets VFC036 and VFC037 in an agreed leader's area and ensure that volunteers know where to find them.
- [] Check sleeping arrangements, any visitor arrangements and that the site staff understand Ventures and Falcons' safeguarding arrangements (if not done before).
- [] Check the Accommodation and General risk assessment with the Safety Officer (if not done before) – things sometimes change between booking and arrival on site.
- [] Ensure good practice is adhered to, reminding volunteers and members where necessary, e.g. policies on photos and videos, social media.
- [] Respond to signs of underage or inappropriate activities, e.g. smoking/alcohol consumption/drug use/sexual behaviour.

Safeguarding incident/disclosure checklist

- [] Ensure the safety of all people involved.
- [] Please note statements from all individuals involved in the incident or present at the disclosure. The names, times, people involved and content of the conversation should be noted on the *Safeguarding Incident Log Forms* and this information will be used to record the incident on the CPOMS system. Once populated on CPOMS, the *Safeguarding Incident Log Form* must be shredded. All incidents should be input as soon as possible into CPOMS, with a deadline of 1 week after the final day of the holiday.
- [] If you require advice, contact thirtyone:eight (our safeguarding consultants) and inform them of the incident, **informing them that you are calling in connection with a Venture or Falcon.**
- [] If it is a matter of urgency (as listed above) contact to VF Office.

Afterwards

- [] Review all incidents and situations where good practice has not been followed and note learning and subsequent changes for next year.
- [] Debrief with Overall Leaders, making suggestions for improvements next year, together with learning from this year.
- [] Keep a record of emergency contact details, e.g. local Social Services, to check against next year.

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Terminology

Various terms are used in this document with specific meanings:

CPAS	The Church Pastoral Aid Society (CPAS) is an Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Our mission is to enable churches to help every person hear and discover the good news of Jesus Christ. Ventures and Falcons are part of this ministry.
Ventures	Ventures are holidays for 8 to 18-year-olds to have fun, make friends, and get the chance to explore life with Jesus.
Falcons	Falcon holidays are similar to Ventures, but cater specifically for children and young people from disadvantaged backgrounds who might not otherwise get a holiday.
Leader/Volunteer	For the purposes of this handbook, a volunteer is anyone on the Venture or Falcon who is neither a member (defined below) nor the child of a volunteer or a volunteer couple. In some sections, 'volunteer' and 'leader' are used interchangeably.
Overall Leader	A volunteer who is responsible for all aspects of the Venture or Falcon which he or she is running, directly accountable to the VF Office.
Junior Leader	For the purposes of this handbook, a volunteer aged 16-17.
Member	A young person for whom a fee has been paid for them to attend the Venture or Falcon, and a contract with CPAS entered into.
Child	For the purposes of this handbook, anyone on the holiday under the age of 18.
Parent	The parent/carer/guardian who is legally responsible for and has signed the contract with CPAS for a member to come on a Venture or Falcon; or the parent/carer/guardian who is legally responsible for a volunteer under 18.
Thirtyone:eight	Ventures and Falcons' safeguarding consultants (formerly called CCPAS).
VF Office	The staff team at CPAS responsible for Ventures and Falcons.
OBS	Online Booking System

Forms and handouts

Forms have a consistent numbering style. The numbering follows the format **XXXnnn**.

XXX is one of the following:

VEN	For forms specific to Ventures
FAL	For forms specific to Falcons
VFC	For forms generic to Ventures and Falcons
HAN	For handouts for use within your team

The letters 'nnn' denote a sequence number. However, you will find gaps in the numbering, since numbers which have been used for forms in previous years are now obsolete.

1 Overview

The VF Office is here to support you in your role. This section outlines the CPAS' Safeguarding Policy Statement for Ventures and Falcons and also the role of the Safeguarding Officer. This handbook formally sets out Ventures and Falcons' Safeguarding Policy for volunteers and gives some specific ways in which it can be implemented in practice.

1.1 Safeguarding statement

Ventures and Falcons are engaged primarily in children's and young people's ministry. The Board of Trustees of CPAS takes seriously its responsibility to safeguard and protect the welfare of children and young people entrusted to the care of agents of the charity, i.e. volunteer leaders of Ventures and Falcons. It is vital that safeguarding is given paramount importance, for the sake of the children and those who volunteer with children. Children and young people cannot flourish and grow in faith when they are being abused or bullied. Thus, safeguarding supports our vision and our work.

1.1.1 What Does Safeguarding Include?

A child is anyone under the age of 18. Safeguarding, promoting welfare and child protection includes the following:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking a role to enable those children to have optimum life chances. As part of our safeguarding responsibility, Ventures and Falcons is committed to:
 - Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within Ventures and Falcons activities.
 - Having a system for dealing with complaints about Ventures and Falcons, including concerns about harm or abuse occurring during the event or afterwards.
 - Ensuring that volunteers are given support and training.
 - Maintaining appropriate links with statutory authorities.

Ventures and Falcons recognises that many children and young people today are the victims of neglect and physical, sexual, spiritual, and emotional harm and abuse. Volunteers may also have experienced abuse of some kind, either recently or as a child. Accordingly, Ventures and Falcons has adopted the *Safeguarding Policy* and related procedures in this section and set out in full in the *Safeguarding Officer's Handbook*.

The policy and procedures cover the following areas:

- What to do if you are worried a child/young person might have been harmed.
- Responding to formal or informal complaints and allegations of abuse, including those made against volunteers or by volunteers of Ventures or Falcons.
- Appointing, supporting and training volunteers of Ventures and Falcons.
- Supervision of activities and safeguarding good practice.
- Challenging poor safeguarding practices.
- Supporting victims of abuse.
- Working with those who may pose a risk.
- Reviewing the events, policies and procedures and learning from year to year.

1.1.2 Roles and Responsibilities

Safeguarding is the responsibility of everyone on a Venture or Falcon holiday, not just the designated Safeguarding Officer and Overall Leaders. Every volunteer is responsible for their own behaviour and ensuring the safety and welfare of children, young people and adults at risk both during an event and in any contact after an event. In addition, volunteers are required to watch out for each other to ensure that good practice is followed. However, all Overall Leaders of Ventures and Falcons are responsible for ensuring that each member of their team understands the Safeguarding Policy and its associated procedures. The Overall

Leader has a summary of the policy for this purpose, but they should also familiarise themselves with the responsibilities of each special delegated role.

In addition, Ventures and Falcons is committed to providing ongoing training for Overall Leaders. This policy is in place to protect children and young people, but also to protect volunteers from allegations which may be unfounded. It also demonstrates our continued commitment to safety, good practice and accountability. This policy statement refers to safeguarding policies and procedures regarding the welfare and protection of children/young people including the promotion of good practice and the prevention of situations which may lead to abuse. It includes disclosures and allegations of abuse, be that physical, emotional, spiritual or sexual abuse, neglect or organised abuse. Policy concerning issues of general safety and health on Ventures and Falcons are to be found in the Overall Leader's Handbook and in specific handbooks for these specially delegated officers.

The Safeguarding Policy and related procedures have been prepared in accordance with up-to-date statutory guidance and guidelines provided by a qualified and independent safeguarding consultant. They are subject to an annual review and, for this reason, volunteers should attend safeguarding training each year.

1.1.3 Handling Survivors of Abuse

If a victim or survivor of abuse (whether a member or a leader) discloses current or non-recent abuse at a Venture or Falcon it is important to listen, not to judge and not to investigate. It is important to recognise the courage shown by anyone who discloses abuse and the need to refer such concerns to the authorities, especially when the person concerned and/or others are still at risk. Leaders should always consult with the Safeguarding Officer or the VF Office. Advice should be sought from our external safeguarding consultant, thirtyone:eight.

We consider the support of victims of abuse to be important and that the proper place for this is in the context of the local church, not just for a few days during a short residential event. The leader who received the disclosure should encourage such victims of abuse to talk to a group volunteer at their church or school (offering, if possible, to be with them when they do so) so that they can receive on-going support.

1.1.4 Positions of Trust

As a charity, we recognise the trust placed in volunteers by parents and all members. The Sexual Offences Act 2003 has amended legislation to include faith group leaders (found in the *Police, Crime, Sentencing and Courts Act 2022*; Section 47). Across the course of a holiday, volunteers are with young people regularly enough to be recognised members of the team, and are therefore in a position of trust.

It is therefore unacceptable for volunteers to abuse their position of trust, in particular by engaging in any behaviour which might allow a sexual relationship to develop whilst the relationship of trust continues, and entering into any sexual activity with anyone under 18 on the holiday is illegal. The only exception to this would be if the sexual relationship began before the position of trust between a legally consenting 16+ year old young person and the now volunteer. The Overall Leader should be made aware of any pre-existing sexual relationships between volunteers and members.

We consider it of paramount importance to protect the welfare of the young people in our care and protect them from sexual activity from those looking after them. Volunteers on Ventures and Falcons must recognise that they are in a position of trust and that they are not to abuse that relationship. This includes abuse in any contact or communications, including the making, sending or viewing of inappropriate material, either during or following an event.

All volunteers have a duty to raise concerns to the Safeguarding Officer about behaviour by any volunteer which may be harmful to those in their care, or which may be negligent concerning safeguarding or safety procedures. These principles of the 'abuse of trust' apply irrespective of sexual orientation, ethnicity, gender, etc. Any volunteer with any concerns about this area (for example, if they feel they may already be in breach of our safeguarding policies) should raise them immediately with their Overall Leader. Undertaking or continuing a sexual relationship whilst in a position of trust may be a criminal offence and therefore clarification should be sought.

1.2 Your role as Safeguarding Officer

The Overall Leaders, while accountable to the VF Principal and CPAS, have ultimate responsibility for all matters concerning the Venture or Falcon, but as Safeguarding Officer you have been delegated responsibility for focusing on and ensuring that the Venture or Falcon operates in a way which safeguards and protects the children/young people in your care. In instances where it is appropriate for the Deputy

Safeguarding Officer to manage a safeguarding incident, the same role and responsibilities are applicable. These include:

- ensuring that the team is trained in safeguarding knowledge and procedures.
- ensuring that procedures and good practice are in place and that their importance in preventing and responding to safeguarding concerns is understood.
- being the first line of reference for any volunteer who wishes to raise an issue or concern.

Safeguarding is not restricted to preventing actual harm but relates to any area where we need to be careful to keep children and young people 'safe from harm'. For the purposes of this role, we define the scope of safeguarding to include:

- the prevention of personal harm and abuse of all kinds, including bullying.
- the initial consideration of, and seeking advice on, disclosures or allegations of abuse.
- the prevention of drug/alcohol use during a holiday.
- enabling the positive benefits of safeguarding to be understood by all volunteers as being supportive of them in their roles.
- ensuring any incident or persistent/serious breach of safeguarding procedures is considered, recorded and appropriate action taken.
- ensuring children and young people in your care feel safe.
- reporting any abuse or inappropriate behaviour between volunteers and members reported to, or witnessed by, you, and acted upon immediately. If a report is made after the holiday but concerns a relationship made during the holiday, this must be followed up immediately as per holiday guidance, ensuring that any agreed policies about the use of social media and mobile devices are implemented.

1.3 Working with the Safety Officer, Healthcare Co-ordinator and Activities Co-ordinator

We have defined the above roles separately so that individuals can focus better on the vital responsibilities they each entail. There can be some confusion as to which role tasks and responsibilities fall under, and indeed everyone has some responsibility for the safety and welfare of the members. The table below clarifies this, and highlights many situations where these roles will need to work together.

The Safety Officer is responsible for undertaking risk assessments for your Venture or Falcon. He/she will have to work with you to ensure that safeguarding issues are considered as part of that risk assessment process.

Primary responsibility is indicated by a ✓, and secondary responsibility is indicated by a (✓).

	Safety Officer	Healthcare Co-ord	Activities Co-ord	Safeguarding Officer
General onsite risk assessment	✓	(✓)		(✓)
Specific activity risk assessment	✓		(✓)	(✓)
First Aid setup (qualifications and kits)	✓	(✓)	(✓)	
Administering First Aid*	(✓)	(✓)	(✓)	
Incident log setup	✓			
Incident log entries/updates	✓	(✓)	(✓)	(✓)
Safeguarding Incident log setup/follow-up				✓
Emergency Contact Information Form (VFC002)	✓			(✓)

	Safety Officer	Healthcare Co-ord	Activities Co-ord	Safeguarding Officer
Fire safety	✓			
Emergency plan	✓		(✓)	(✓)
RIDDOR reporting†	✓	(✓)	(✓)	
General safety, e.g. car, pool, minibus	✓		(✓)	(✓)
Organisation of driving, including ensuring drivers read HAN001 (and for minibuses HAN007), complete <i>Driver's Form (VFC944)</i> and have their driving licences checked online.	(✓)		✓	
Minibus permits			✓	
Supervision of medication		✓		
Health forms		✓	(✓)	
Allergen awareness‡		✓	(✓)	
General hygiene		✓		
Medical room		✓		
Permission forms			✓	
Organisation of activities (including completing forms VFC918 , VFC947 and VFC021 as appropriate)			✓	
Ensuring AALA guidelines are followed	✓		✓	
Ensuring lifeguards have correct qualifications	✓		✓	
Ensuring Safeguarding procedures are followed	(✓)	(✓)	(✓)	✓

* First aid will be administered as appropriate by a qualified First Aider.

† RIDDOR reporting is the responsibility of the VF Office. Please contact as soon as possible when a member or leader is taken to the doctor or hospital.

‡ Working with your catering team or the site catering staff.

1.4 Working with the VF Office and Thirtyone:eight Safeguarding Consultants

It is essential to seek immediate advice for any matter concerning harm or persistent negligence.

1.4.1 The VF Office

The VF Office should be contacted following thirtyone:eight's advice if any further support, guidance or clarity regarding Ventures and Falcons policies would be helpful.

The Ventures and Falcons Office can be contacted on:

- 0300 123 0780 (option 1, option 1)
- ventures@cpas.org.uk or falcon@cpas.org.uk

- Out-of-hours phone: 0333 034 1450 (24 hours, during your Venture or Falcon)

Not all of the team work full-time, but there is normally someone in the office from 9am to 4pm, Monday to Friday.

1.4.2 Thirtyone:eight

All safeguarding incidents need to be recorded and appropriate support actioned. Advice should be sought regarding safeguarding concerns. If you need to contact a safeguarding professional you can contact thirtyone:eight.

If you need to contact thirtyone:eight, the helpline is open from 9am-5pm on weekdays. For emergency safeguarding situations they have an out-of-hours helpline which is open between 7am-9am and 5pm-midnight on weekdays, and 7am-midnight on weekends and bank holidays.

0303 003 1111 (option 2)

All consultations with thirtyone:eight and the subsequent recommendations will be shared with CPAS. It is the responsibility of the Safeguarding Officer (or Deputy, if a case is managed by them) to follow the recommendations made by thirtyone:eight, even after the holiday has ended.

1.5 Keeping a Holiday Register

CPAS' insurance company requests that we provide registers of all holidays for safeguarding purposes. To make this process as simple as possible, the VF Office will provide you with a register to use on your holiday. If you use an alternative format, please ensure you have captured all the information requested by our form. This will come with all your leader and member names inserted and allows space for you to add those of leaders' children, visitors etc. This register needs to be completed throughout the week, recording who is on and off-site on which days.

Safeguarding Officers should also use the register to indicate which leaders were present for safeguarding training and when this took place e.g. as part of the whole team briefing or via individual follow-up, and include relevant dates. Columns are included in the register templates for this.

At the end of the holiday, the completed register needs to be returned, along with your *Incident Logs* and other returning documents, to the VF Office for storage.

The register will be posted and emailed to a nominated Overall Leader as close to the holiday as possible, to ensure as many people as possible are included. There will also be space available for late additions.

The register does not have to be completed by an Overall Leader, but by any volunteer who is happy to take on the responsibility for marking any overnight absences of members and leaders, and noting those going off-site for activities etc.

2 Safeguarding in Practice

2.1 Awareness of harm and abuse

2.1.1 The wider safeguarding network

- On each Venture and Falcon, the designated person with responsibility for safeguarding is the Safeguarding Officer. Your Overall Leader will also appoint a Deputy Safeguarding Officer who is unrelated to you. They will be able to step in if you are either unavailable, overstretched or implicated (or related to someone who is implicated). All volunteers need to be aware of who the two people with this responsibility are.
- Ensure that the Venture or Falcon team has had the policy and relevant procedures explained to them, and have received training on dealing with safeguarding issues.
- Overall Leaders should encourage members to talk to leaders with any concerns – e.g. their dorm leaders.
- Every safeguarding incident must be recorded at the earliest possible opportunity. Where Safeguarding Officer requires advice on how to manage the safeguarding concern, they must contact thirtyone:eight and follow the recommendations given, even if these need to occur after the completion of the holiday. These actions should also be recorded on the online CPOMS system. In certain circumstances, the Overall Leader or the VF Office must also be informed.
- There may be instances where the Police and/or social services will need to be informed of safeguarding concerns. We advise that the Safeguarding Officer downloads the *NHS Safeguarding* app to be able to identify the local authority relevant to the child's home address, and find contact details for the appropriate Children's Social Services Team.

2.1.2 A summary of 'harm' and indications of harm

This is further detailed in the handout *Safeguarding: Pointers for Volunteers* (HAN006), found in the appendix.

1. Harm means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
2. There are no absolute criteria on which to rely when deciding whether something constitutes harm or significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion, etc.
3. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.
4. The maltreatment of children – physically, emotionally, sexually, spiritually, or through neglect – can have major long-term effects on all aspects of a child's health, development and well-being. The immediate impact and longer-term impact can include anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social behaviour. Maltreatment is likely to have a deep impact on the child's self-image and self-esteem, and on his or her future life. Difficulties may extend into adulthood.
5. Self-harm is when somebody intentionally damages or injures their own body. It can be an expression of overwhelming distress or communication of unmet needs. Intent varies from person to person but common themes are to relieve unbearable tension, reduce emotional distress or punish themselves. Those who habitually self-harm are likely to struggle to stop without alternative strategies to cope.

N.B. It is not the position of leaders or the Safeguarding Officer to make a judgement on the type of harm, the severity or type of abuse and its likely impact, but to simply listen, respond, seek advice and refer on to appropriate service, as needed.

2.1.3 Prevent duty

In July 2015 the Prevent Duty became law, with the intention of helping to protect children and young people from the risk of radicalisation (for more information visit the www.gov.uk website).

This duty arises from the Counter-Terrorism and Security Act 2015 and requires all schools and registered early years providers (classed as 'Specified Bodies') to have due regard to preventing people being drawn into terrorism.

Whilst Ventures and Falcons are not a 'Specified Body' as defined within the Act, volunteers should take care to be alert to any reason for concern in a child's life at home or elsewhere, and this includes awareness of the expression of extremist views. The government has defined extremism as 'vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.'

Volunteers should report any concerns to the Safeguarding Officer, who in turn should ensure advice is then sought from our safeguarding consultants, thirtyone:eight.

2.2 Listening and responding to children

This section gives useful guidelines that all volunteers should be aware of for all children disclosing concerns. A child is anyone under 18 years of age.

General points:

- show acceptance of what the child says
- keep calm and look at the child directly
- tell the child you will need to let someone else know – do not promise confidentiality
- even when a child has broken a rule, they are not to blame for the abuse
- be aware that the child may have been threatened or bribed not to tell
- never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show:

- I believe you (or showing acceptance)
- Thank you for telling me
- It's not your fault
- I will keep you updated with what is happening with this information
- what could I do to help you feel supported?

Don't say:

- why didn't you tell anyone before?
- I can't believe it!
- are you sure this is true?
- never make false promises
- never make statements such as "I am shocked, don't tell anyone else"

Concluding:

- reassure the child that they were right to tell you
- let the child know what you are going to do next and that you will let them know what happens
- all leaders should report their concerns to the Safeguarding Officer/Deputy first, unless they are implicated. They will seek advice from thirtyone:eight on how to proceed.

2.3 Confidentiality

2.3.1 When talking with a child

Complete confidentiality cannot be guaranteed by volunteers to a child. If a member promises confidentiality to a fellow member concerning harm and then discusses this with a volunteer, they must be listened to carefully and persuaded that it is in the interests of all concerned to share this further, on a need-to-know basis. Children should be advised that whilst we can't keep information 'secret', we will treat it confidentially, and only share it with people who need to know.

Any matter concerning likely harm to a child must be referred to thirtyone:eight and the relevant authorities. Section 2.4 outlines procedures for documenting concerns and seeking advice. The Safeguarding Officer should ensure that all volunteers are aware of these procedures so that children and young people can be kept safe from harm.

2.3.2 When talking with an adult

If an **adult (18+) discloses abuse**, past or present, a few considerations may need to be considered. Thirtyone:eight advises the following:

'Mental capacity or the ability to make decisions about their safety and well-being is crucial when it comes to supporting adults. Whilst being able to respect an individual's rights to autonomy it is also important to consider their need for protection.'

*Confidentiality when it comes to adults is slightly different i.e. if an adult shares that they have been abused, it will be **their** decision whether to report it to authorities. However, if the alleged perpetrator is in a potential position to abuse others, then the person in receipt of the disclosure may have a duty to report it. Therefore, as in the case of children, confidentiality can't be promised. Where possible, concerns should be passed to the Safeguarding Officer. If the Safeguarding Officer is concerned that an adult may have been or is in danger of being abused, they should contact thirtyone:eight in the first instance, who may advise a referral to Adult Social Care.'*

One question for the Safeguarding Officer to discuss with thirtyone:eight would be whether the Overall Leaders need to be informed. If the adult leader's disclosure or state of mind has the potential to impact the safe running of the holiday for members, then Overall Leaders will need to be alerted, but not necessarily to all the details. If the safe running of the holiday is affected, the VF Office should be made aware.

2.4 In the event of a safeguarding incident or disclosure

2.4.1 Thirtyone:eight and VF Thresholds for Safeguarding Concerns

In the event of a safeguarding incident or disclosure, leaders should be advised to report safeguarding incidents or concerns immediately to their Safeguarding Officer.

This section serves to act as a threshold gauge, to help Safeguarding Officers on Venture and Falcon holidays to appropriately and sufficiently assess information about a range of concerns that may be presented to them by leaders and volunteers, on a holiday, before contact is made with Thirtyone:eight and/or VF Office.

It is important to note that an appropriate gathering and assessment of information relating to a child or young person and an associated concern(s), is important for both Thirtyone:eight and the VF Office to advise you robustly, appropriately, and in a meaningful way. To help achieve this, it is important to outline three key categories of types of concerns that will help address our understanding of these thresholds:

Category 1 Concerns

A **category 1 concern** is where there is a serious safeguarding concern/risk(s), potentially immediate, to a child/young person or an adult.

Some examples of this include:

- Disclosure/allegation of abuse: including emotional/sexual/physical/spiritual/domestic abuse and neglect; and where there is a risk of (significant) harm.
- Flight risks for concerning reasons: if in action, it'd be a police matter.
- Suicide ideation/self-harm with intent and means whilst on camp.
- Risk of (significant) harm, either immediate or time-dependent, when camp ends before office hours. (The question to ask is, can I safely wait before seeking advice?)
- Drug use: bringing, using and dealing drugs on a holiday – contact police immediately.
- Risk to life or death.

Category 2 Concerns

A **category 2 concern** is where there is a spectrum of concerns that range between welfare and safeguarding risks.

The spectrum between welfare and safeguarding issues can be characterised by the following: a recurring pattern of risk behaviours, concerns, presentation etc., the significance of the concern, and repeated frequency of concerning behaviours or incidents. This is further clarified on the 'Assessing Information' Flowchart in section 2.4.2.

Further examples of Category 2 concerns are as follows:

- Current self-harm tendencies and/or suicidal ideation, eating disorders with no support network or mechanisms in place.
- Recurring patterns of concerns or behaviours where there is a chronology of concerns, as this helps to clarify the safeguarding risk.
- Poor standard of living conditions (including housing, finances, lack of/inappropriate clothing for the weather or activity, etc).
- Medical or health concerns.
- Concerns over the guardian's response to Category 3 concerns.
- Concerns about volunteer conduct: issues that relate to a breach of Ventures and Falcons code of conduct and safeguarding allegations made against a volunteer by a member. This should be shared with VF Office in the first instance; please refer to the 'Reporting Lines' Flowchart (section 2.4.3) for the process on this.

Category 3 concerns

A category 3 concern is a concern that relates to behavioural and pastoral matters.

These concerns are not obviously a safeguarding matter but are rather issues that can be expected from children/young people as part of their normal developmental experiences, which may also at times include challenging authority, routine and rules. Examples may include:

- Swearing, use of inappropriate language (sexualised language may be a behavioural concern, but it may be a safeguarding concern depending on age and context).
- Members falling out with each other/bullying*
- Fights
- Challenging behaviours related to additional needs*
- Child/young person who makes threats of running away
- Bringing and consuming alcohol on the holiday
- Bereavement
- Emotional wellbeing issues
- Self-harm/suicidal ideation and mental health issues – if it is a non-recent occurrence and if it is known to the child's family and there is a support network around them (i.e. CAMHS, Social Care, GP, online support services like Kooth, YoungMinds etc.)
- Other wellbeing and welfare needs – if there is support in place for an area of concern and there is no immediate risk (suicidal ideation, eating disorder, self-harm, mental health)
- Sickness or hospital visits.

**These types of concerns have the potential to become safeguarding concerns if not addressed promptly, either through additional support being put in place (for example, support in line with EHC plan for a child with additional needs), or by behaviours (such as bullying/fights) being immediately addressed in line with the policy and rules of the holiday. If there is an immediate threat of a certain behaviour by the child/young person, or something has changed significantly on the holiday, then this would become a safeguarding concern.*

Unless there is new or more information concerning the above, pastoral support is an appropriate response to these concerns. alongside advice from parents/carers and agencies involved, and seeking additional support from VF Office, as required.

In light of the categories above, here are key questions to remember:

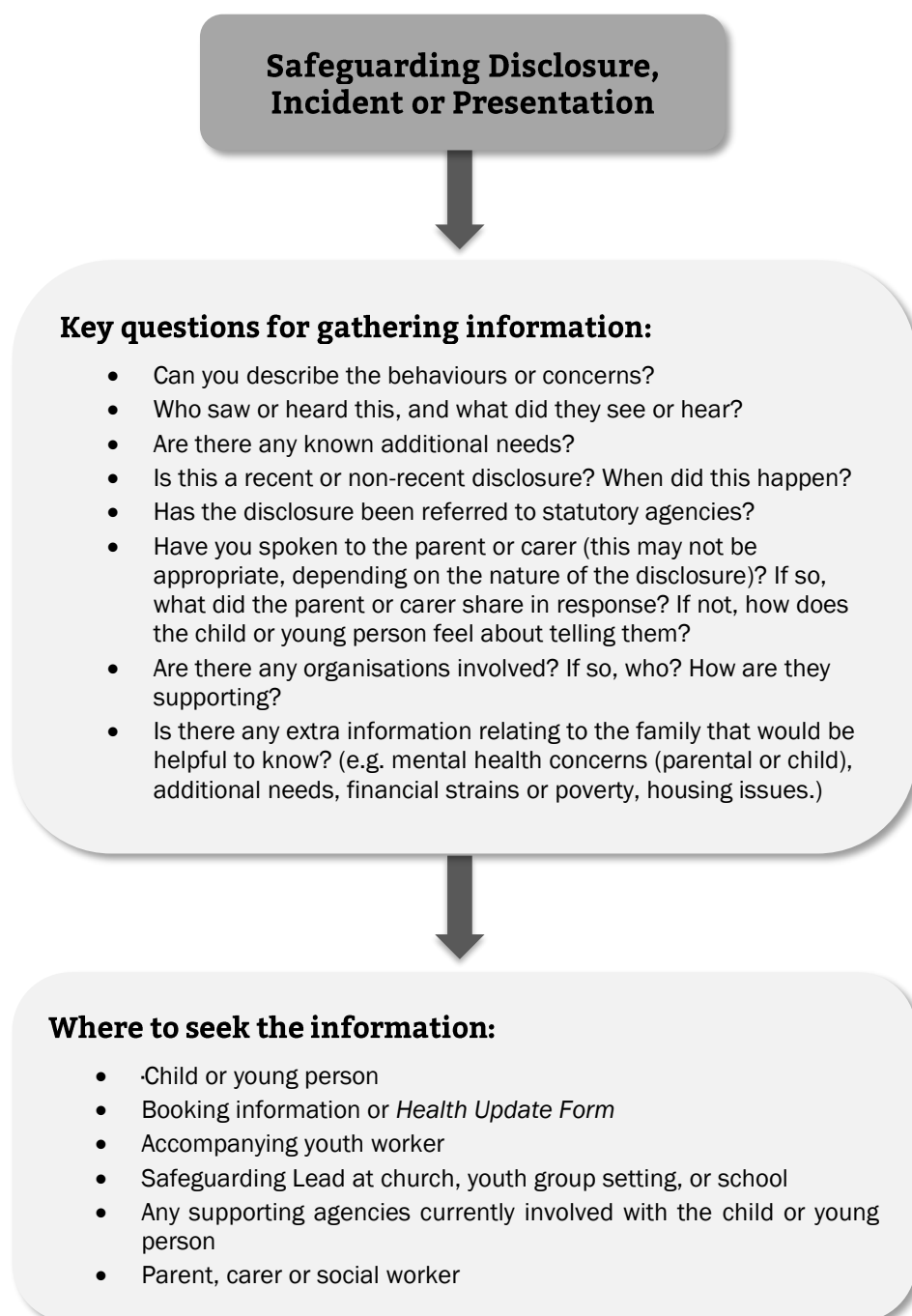
1. **What qualifies as a safeguarding concern?** – what category does the presenting concern qualify as? If it falls within Category 1 and/or Category 2, then the concern would be classed as a 'safeguarding concern', which will require advice and support either from VF Office and/or thirtyone:eight.
2. **Who to call and when?** Please refer to 'Reporting' Flowchart below.
3. **What can wait?** Category 3 concerns require a report made on the CPOMS system, but may not require advice from VF Office or thirtyone:eight. For example, where there is external agency support in place and behaviours or needs are being managed as part of a plan, and where there is no medical emergency (no self-harm during holiday, no active suicide plan etc.).

4. **What needs to be called through in a timely manner?** Contact with thirtyone:eight regarding Category 1 and Category 2 concerns should be made, as far as possible, during their office hours (weekdays 9am-5pm); only urgent or immediate Category 1 and Category 2 concerns need to be called in during their out-of-hours service. Any time-critical calls that arise over a **weekend** (such as child or young person with a concern or disclosure who is leaving the holiday in the next few hours), are to be called in during thirtyone:eight's day time service between 7am and 7pm, where possible.

2.4.2 Assessing Information Flowchart

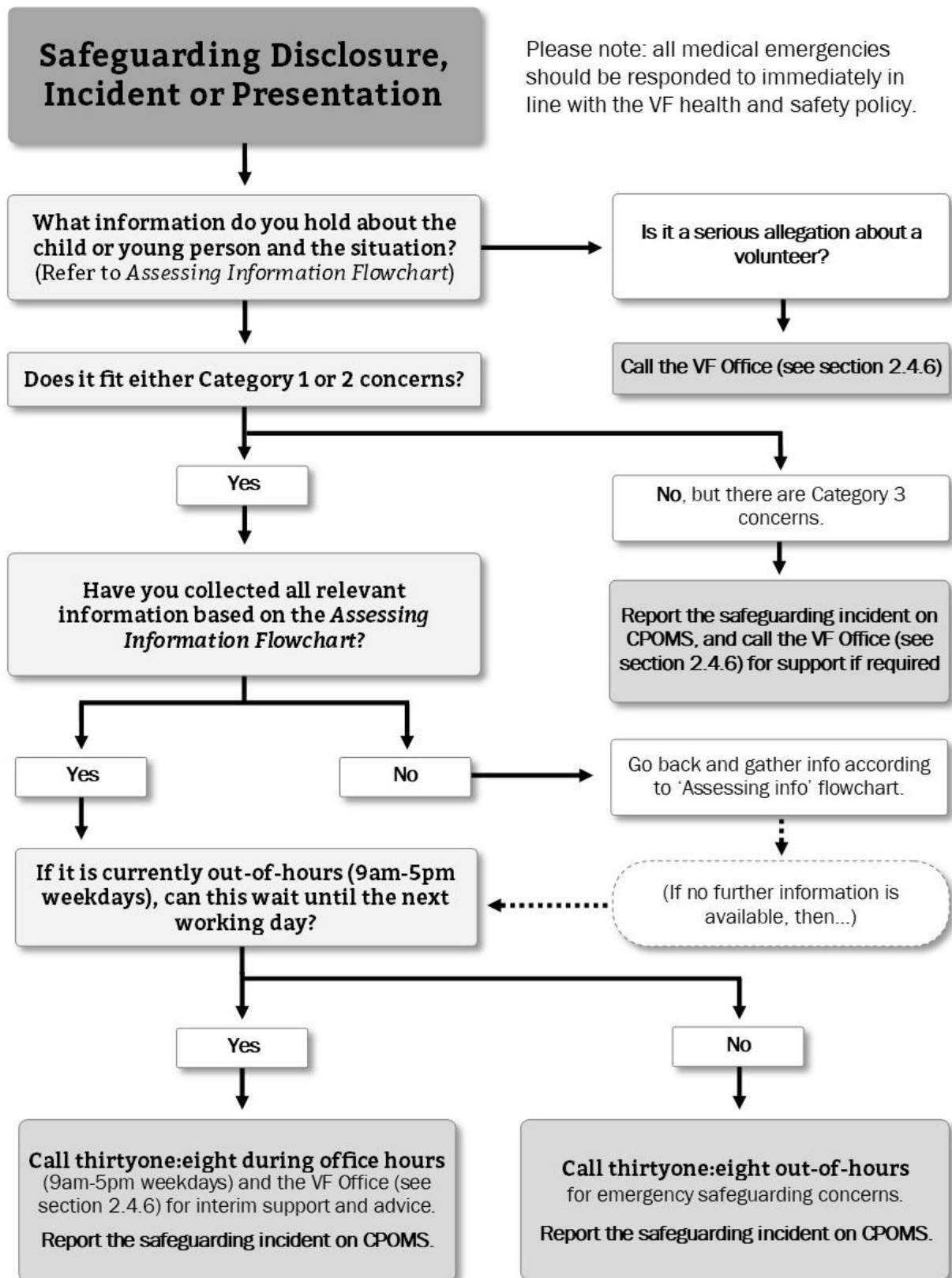
This flowchart guides you in gathering relevant information following a disclosure or incident.

Once you have all the relevant information, please refer to the *Reporting Flowchart* for guidance on next steps.



2.4.3 Reporting Lines Flowchart

This flowchart aids decision-making about what next steps to take following a disclosure or incident.



When calling thirtyone:eight, in addition to describing the immediate scenario and gaining initial advice, other helpful questions to ask may include:

- How do we manage this child or young person for the remainder of the holiday?
- What information can we pass on to others, and when?

Follow thirtyone:eight's guidance and ensure you document any action taken. If thirtyone:eight's advice does not seem immediately workable, or if you would like a second opinion, then the Safeguarding Officer should call the VF Office to discuss further.

Very occasionally, you may get through to an answering machine when phoning thirtyone:eight. Please leave your name, number, the end date of your holiday and a brief outline of why you are calling and they will call you back. If you don't hear back within a short amount of time, please phone the VF Office.

2.4.4 Recording safeguarding incidents and disclosures

Leaders should speak immediately to the Safeguarding Officer, or their Deputy, who may seek advice from thirtyone:eight (as outlined above in section 2.4.3) and/or the VF Office.

Suspensions or allegations should not be discussed with anyone other than those nominated above (unless they are from required statutory agencies).

The *Safeguarding Incident Log Form (VFC036)* can be used to make notes of the safeguarding incident or disclosure. This should then be given to the Safeguarding Officer (or Deputy) to upload the information to the online CPOMS system as a safeguarding 'incident'. Once uploaded, all *Safeguarding Incident Log Forms* must be shredded. All safeguarding incidents should be recorded within 1 week of the end of the holiday.

Leaders are advised to write up the incident as soon as possible (preferably within one hour of the child talking to them), writing down exactly what the child said and when, what was said in reply and what was happening immediately beforehand. Record the dates and times of these events, the names of all those present, and the initial actions taken and when you made the record.

The Safeguarding Officer, in consultation with CPAS's safeguarding consultants, thirtyone:eight, and/or the VF Office, will consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to take immediate action to contact Children's Social Services and/or the police to discuss putting safety measures into effect for the child or young person so that they do not return home.

Safeguarding Officers should also consider the feelings of the leaders involved and encourage them to seek pastoral support if required (see section 2.5).

2.4.5 When to alert your Overall Leader

If you are confident that thirtyone:eight have answered your questions and you are comfortable carrying out their next steps, then not all safeguarding incidents need to be reported to your Overall Leader. You (and the leader involved) must still write up the incident, either directly onto the CPOMS system online, or by inputting information into CPOMS from a *Safeguarding Incident Log Form*. All *Safeguarding Incident Log Forms* must be shredded once the information has been uploaded to CPOMS. The VF Office will receive a copy of any advice issued to you directly from thirtyone:eight themselves.

However, there are occasions when a safeguarding concern has the potential to impact the safe running of the holiday or safer recruitment decisions. If this is the case, the information should also be reported to your Overall Leader and, potentially, the VF Office. If your Overall Leader(s) is related to someone involved in the incident, you can let them know the headlines of the impact on the holiday, but it's not appropriate for you to discuss anything further or to involve them in any decision-making.

Any decision-making around safeguarding incidents should not:

- involve an Overall Leader, Safeguarding Officer or Deputy Safeguarding Officer who is involved in, or related to, anyone involved in the safeguarding incident.
- be made between two people (whether they are Overall Leaders, Safeguarding Officers or Deputies) who are related to each other.

If this leaves no one to discuss the incident with, please call thirtyone:eight and the VF Office (to speak to the Safeguarding Manager or the VF Principle).

2.4.6 When to contact the VF Office

Concerns and queries have now been categorised below to provide guidance as to when you are expected to inform the VF Office. Please call concerns through as early as possible to avoid unnecessary calls out-of-hours. This keeps the phone line free for emergency and urgent issues. The VF Office can be contacted during office hours on 0300 123 0780 and out-of-hours (during your holiday) on 0333 034 1450.

Emergency Call us anytime during your holiday, 24-hours.	<ul style="list-style-type: none">• Serious illness/threat to life/death.• Immediate high-level safeguarding concern that has come to your attention between midnight-7am e.g. allegation that a leader has abused a child during the holiday.
Urgent Call between 7am and midnight, during your holiday (including weekends and bank holidays).	<ul style="list-style-type: none">• Category 1 safeguarding concerns that occur during these hours.• Child sent home for behavioural concerns.• Concerns about returning a child to parental care.• Operational queries which impact the safe running of the holiday.• Any immediate safety planning advice.• Allegations of abuse disclosed on the holiday.• Safe running of the holiday in jeopardy e.g. any leader vital to the safe running of the holiday becomes incapacitated.• Sickness bug breakout that cannot be managed by directions in the <i>Healthcare Co-ordinator's Handbook</i>.
Routine Call us during office hours (9am–4pm, Monday – Friday, excluding bank holidays).	<ul style="list-style-type: none">• Category 1 and Category 2 safeguarding concerns that occur during these hours.• Category 3 safeguarding concerns, if support is required.• Activity queries.• Child leaves due to homesickness, illness, or family request.• Hospital visits.• Site concerns and other operational concerns.• General enquires.

2.4.7 What to do if the Safeguarding Officer, their Deputy, or someone related to either of them, is implicated

In the event of a safeguarding incident, leaders should ordinarily speak immediately to the Safeguarding Officer who will seek advice from thirtyone:eight and, in some instances, the VF Office.

However, if the Safeguarding Officer or someone related to the Safeguarding Officer is implicated, e.g. a child has accused them, then the leader should report the incident to their Deputy.

If both the Safeguarding Officer and their Deputy are implicated or related to someone who is involved, then the leader should immediately escalate the situation to an Overall Leader who is not related to anyone involved, or to thirtyone:eight and the VF Office themselves for guidance. Phone numbers for both should be available in the leaders' area at all times.

2.5 Pastoral care

Pastoral care for potential victims/survivors is vital. However, the person providing this care and/or liaising with the authorities must not be also the person providing pastoral support to the person against whom an allegation or complaint has been made. For example, an Overall Leader or Safeguarding Officer should not be caring for or liaising with a member who may have been harmed and also a volunteer who is alleged to have harmed them. There should be no partiality. Please contact the VF Office for further advice should you need it. Once a Venture or Falcon has ended, pastoral support for any party is best provided by the local church.

If anyone on the team is affected by a safeguarding situation during the holiday and requires support, it will need to be considered whether they are in a position to stay on the Venture or Falcon, and whether you have a leader with the capacity and skill to provide the support needed. If appropriate support is not available on the holiday, an affected leader may need to return home to receive local support. Failing this, a phone call

with thirtyone:eight for a one-off independent listening session could be accessed. It is recommended that another leader calls thirtyone:eight to set up the call just to ensure it starts smoothly. For ongoing support, you could signpost the individual to thirtyone:eight's chargeable Listening Service (please arrange this through the VF Office), or the Association of Christian Councillors, www.acc-uk.org.

2.6 Careful practice

Here are some principles of good practice which must normally be adhered to. Following these, which are mainly common sense, will avoid many of the situations which lead to allegations and risk.

- As a volunteer, never be in a one-on-one situation with a member, particularly out of sight of others (for example, in a room with the door closed). If you find yourself in such a situation then change it! If you want to have a private conversation then you can do so either in the corner of a larger room where there are other people around, or where there are windows and people can see you, or outside away from other people in sound but not sight.
- Don't get into situations where a volunteer of one sex is in close sole contact with small numbers of members of the other sex. For example, if a member wants to talk through some personal issues after a meeting, ensure the volunteer involved is the same sex – if you find yourself in a situation where you're breaking this rule then change the situation! Of course, friendships are good, but you could end up encouraging inappropriate crushes and relationships. If a volunteer becomes aware that a member has developed a crush, this needs to be taken seriously and discussed with the Safeguarding Officer. It is not to be treated as a joke. All leaders over 18 years of age are in a position of trust and leaders under 18 years of age are in a perceived position of trust.
- Be very careful about physical contact, particularly with members of the opposite sex. There will be circumstances where certain contact is acceptable or even beneficial (e.g. high five, fist bump, etc), but this should always be undertaken with consideration and never out of sight of other volunteers.
- Maintain strict segregation between sleeping areas of different sexes. Members and volunteers should not be allowed in single-sex areas of the opposite sex.
- Unless discussed and agreed with parents, no one under the age of 18 should be permitted to sleep alone.
- Other than in boating settings, volunteers should not be sleeping in the same rooms as members unless there are exceptional circumstances. There should never be one volunteer sleeping alone in a room or tent of members – there should always be either no volunteers at all with members, or else two or more adult (age 18+) volunteers together.
- Please also see year-round communications with members (6.4).

A major principle to bear in mind in these and other situations is to ask yourself the question "How might a third party perceive this situation?" However innocent the intentions and the action itself might be, perceptions are very relevant when assessing allegations of all kinds.

Relationships (friendships, mentorship etc) which begin at a Venture or Falcon will sometimes continue afterwards. Any unwanted or unwarranted communications can be challenged and contact ceased, but abusive or inappropriate communication (e.g. between a volunteer and a member) must be reported immediately.

2.7 Leader : member ratio

Individual volunteers (including Junior Leaders) must not be left alone with members. This is for transparency, accountability and safety. For example, dorm duty (e.g. when members are settling down to sleep or getting ready in the morning) requires at least 2 volunteers together; and transporting members requires at least 2 volunteers per vehicle. In any situation where there are just 2 volunteers with members, ensure you choose these carefully so that they can provide sufficient objectivity should a concern be raised, e.g. avoid having 2 volunteers who are married to each other.

Bearing in mind you will always need at least two volunteers among members, the absolute minimum ratio of volunteers to members should be 1:10, but you should almost always be looking to operate significantly above this. If you are taking members into a town centre, you should be aiming for a minimum of 1:6. Unaccompanied groups in town centres are covered in the *Overall Leader Handbook* and information on minimum ratios for specific activities can be found in the *Activities Co-ordinator Handbook*.

If your holiday includes 'one-to-one' catch-ups between volunteers and members, these must be done in a well-chosen 'open' environment where the conversations are taking place within sight of additional volunteers.

Of course, there will be times on a residential when, for example, individual volunteers and members pass each other in corridors. The principle to communicate to volunteers is that this is not a time to stop and linger.

Please note that, while their assistance is valuable, volunteers under 18 cannot be counted within leader:member ratios, but must instead be considered as additional helpers to the leaders.

When assessing the required ratio for any particular situation, take the following into account:

- Sex, age and ability of group;
- Members with special educational or medical needs;
- Nature of activity;
- Experience of leaders in off-site supervision;
- Any additional needs;
- Duration and nature of journey;
- Requirements of the organisation/location being visited;
- Competence and behaviour of the members;
- Available First Aid cover.

2.7.1 Supervising travel

If volunteers are co-ordinating travel to or from the Venture or Falcon, parents must give their consent, having been fully informed, in writing, of the supervision and travel arrangements. Generally, travel to and from the Venture or Falcon does not come under the remit of CPAS and this should be made clear to parents.

Those meeting members or parents at stations should identify themselves by carrying a brochure or some other sort of Venture or Falcon sign.

2.7.2 Safeguarding and healthcare

You will need to work with the Healthcare Co-ordinator in some situations, for example when children need to be isolated due to ill health, during ambulance trips or in hospital. The *Healthcare Co-ordinator Handbook* gives further guidance on how to apply safeguarding principles in these situations.

2.8 Safeguarding training

One of your responsibilities as Safeguarding Officer is to ensure that your team has suitable training provided. This section gives suggestions and resources for you to use in training your team.

The Overall Leaders are responsible for appointing leaders and for ensuring that all volunteers attend the training that is required of them. Without the required training they will not be eligible to participate in the Venture or Falcon.

There are two types of safeguarding training which all volunteers must complete:

1. **CPAS's online basic safeguarding training:** as of 1 July 2024, each volunteer must complete CPAS's online basic safeguarding module. This will form a compulsory part of leader recruitment, alongside DBS and references on OBS, and will need to be completed every 3 years. It covers information including how to spot signs of abuse, how to respond to a disclosure, and how to report concerns.
2. **Safeguarding briefing:** all holidays must also provide their own in-person, scenario-based safeguarding briefing for all volunteers. This briefing is bespoke to the holiday and can be made using the training material found in the leaders' section of the VF website. Each volunteer must be able to act in accordance with CPAS' safeguarding policy if they should encounter a situation which demands it.

Clear briefings at the start and throughout the holiday will prevent any leader from having the excuse, 'I didn't know'. A strong safeguarding culture will communicate to anyone with harmful intentions, 'I can't get away with it here.' Before the Venture or Falcon, all leaders should have been briefed on the safeguarding boundaries and the responsibilities leaders carry for members during, before and after the Venture or Falcon.

Leaders should be made aware that choosing to ignore this training could have further implications, including leading to a blemished DBS record. This could have significant implications for future volunteering, ministry opportunities and employment (including jobs where the applicant may not realise a DBS will be required, for example, locksmiths, vets, ice cream van drivers).

If, for any reason, a leader has not been fully trained before the start of the holiday, training must be done at the earliest possibility and that leader may not take on any role of responsibility with children until both the online safeguarding training and the safeguarding briefing have been completed.

Please ensure that leader attendance at your safeguarding briefing (or the date of individual follow-up) is recorded on your *Holiday Register*.

2.8.1 Leaders' use of mobile phones and electronic devices

Please draw attention to policies on the use of mobile phones and electronic devices when training your leaders. Please ask your **leaders** to respect the same policy as members (see section 3.3.1), with particular emphasis on how and when they should use their own mobile phones. It is important that leaders are seen to be modelling respectful attitudes and committing themselves fully to the running of the holiday.

It is also essential that all leaders are reminded about the photographs and video images policy and how this is to be implemented on the holiday. Leaders should be advised who the Designated Photographers are, and **only leaders with this role** should be photographing members – on their mobile phones or other agreed devices. Overall Leaders should be aware of the existence of all member images.

Please refer to Chapter 4 for the full policy on photographs and video images and section 6.4 for communicating with members, and paying special attention to those younger leaders who are close in age to members.

2.8.2 Wider training

Wherever possible CPAS' preference would be that Safeguarding Officers or another senior member of your team also obtains safeguarding training at a more advanced level, eligible for central funding, and that this is regularly updated and date logged by the VF Office. Training might be available through your diocese or other reputable training agencies/organisations. Safeguarding consultants thirtyone:eight also offer online training modules or training events.

Some areas of safeguarding policy give rise to issues which you may well decide to cover in more depth when training your team. For example, listening skills when working with children and young people are extremely important and you may decide to devote a longer session to this in particular. If you have trained professionals, for example counsellors, on your team or through other contacts, you might choose to ask them to lead a session for your team.

In addition, you could contact thirtyone:eight directly to ask about training, either for them to visit your training weekend or to see if there is a training session already scheduled nearby which you could visit. thirtyone:eight can be contacted on 0303 003 1111 or info@thirtyoneeight.co.uk.

3 Expectations and Care of Members

Volunteers have a duty of care to all members for the duration of the holiday. This section outlines some of the things to look out for, as well as rules and expectations that should be put in place for members on all CPAS holidays.

3.1 Children who pose a risk or are particularly vulnerable

3.1.1 Members receiving support from social services

An increasing number of members coming to Ventures and Falcons receive support from social services. If you are in touch with social services about a child or young person on your holiday, please let the VF Office know. Some reasons this might come up, and how we can help, are:

- Social services may get in touch with you seeking reassurances before giving their permission for a looked-after child to attend a Venture or Falcon. They may need, for instance, information about our safer recruitment process, our risk assessment policies and practices, etc. The VF Office can help provide the appropriate wording for this, and any information must be reviewed by the VF Office before it is submitted to social services.
- Social services might alert you, or we might discover, that a child may pose a risk to others or is particularly vulnerable. In order to make a good decision about whether to accept the member onto the holiday, your Overall Leader or you, as Safeguarding Officer, will need to consult with the VF Office about who will be communicating with social services, what to ask, and if/how to construct a risk assessment which might lead to a support plan for the child. Any draft risk assessments and support plans must be reviewed by the CPAS Safeguarding Manager before submitting to social services.
- You may become aware during a holiday that a child is being supported by social services. It is important that any relevant information is shared with the social services, such as any disclosures of risk or abuse made by the child or young person. It would be helpful to then ask the sending church (if there is one) to gain an update on social services involvement and the young person prior to the next holiday, to ensure information-sharing pathways are clear and correct levels of support are in place.

3.1.2 Members with additional needs

Consideration will be given to whether the Venture or Falcon can take members with additional needs at the outset. Wherever possible they should be accommodated. Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. The Safeguarding Officer will need to be conscious of this and ensure that relevant leaders are aware of this issue and ensure that the member with additional needs knows whom they can approach about any concerns. You may also want to consider additional training for some of your leaders, such as the NSPCC's online course *Safeguarding Children with SEND*.

Consideration should be given to an individualised risk assessment and/or support plan, depending on the member's needs. The Overall Leader and/or Safeguarding Officer should contact the CPAS Safeguarding Manager before accepting the booking to discuss creating a risk assessment and/or support plan for the member, or to establish whether the needs of the young person are too profound to be met.

3.1.3 Your Bookings Contact's role

Bookings Contacts may be the only or first leader to become aware of a potential member's particular needs or challenges. As Bookings Contacts become aware of any additional support required, they must liaise with the Overall Leader(s) and/or Safeguarding Officer before accepting the reservation.

3.2 Intoxicants (including drugs, alcohol and tobacco)

Drugs are a common part of the culture of the young people with whom we work. In running Ventures and Falcons, you need to be aware of the issues you may encounter, and be prepared.

Volunteers must be aware of the signs of drug abuse, including solvent abuse, so that they spot issues early. All volunteers' concerns regarding drug abuse should be shared directly and confidentially with the Safeguarding Officer. The Safeguarding Officer must ensure that the Overall Leaders are aware of the situation.

3.2.1 Alcohol

Neither volunteers nor members may consume alcohol between the start and end of a Venture or Falcon. This includes all members 18 and over and all volunteers, even when off site and even when not in direct supervision of members. If you choose to include alcohol as part of your team set-up night the day before members arrive (or once all members have departed) please be sensitive and wise given that there may be younger leaders on your team (and leaders' children on site), leaders who struggle with alcohol, and possibly members coming the next day for whom alcohol is a painful reminder of a negative home situations. Therefore, plan and manage this situation very carefully and ensure there is no evidence of alcohol on site by the time members arrive.

3.2.2 Smoking and vaping

Nobody may smoke or vape inside any buildings used on a Venture or Falcon, or in any enclosed public space.

Overall Leaders of Ventures and Falcons where there are smokers present should check with the site as to whether smoking or vaping is permitted anywhere on the site. They should then designate an outside smoking area which is discreet and restrict all smoking and vaping to that area, preferably only during certain times. Check with the site that they agree with the area you have chosen and understand your policy. Smokers should be held responsible for clearing up their rubbish.

It is illegal for under 18s to be sold cigarettes. It is at the Overall Leaders' discretion as to whether under 18s are allowed to smoke or vape at all. Whilst a single-week setting is inappropriate to tackle the long-term issue of nicotine addiction, the aim is to never have a young person start smoking or vaping during the holiday. Ventures and Falcons policy about the positioning of a single, discreet smoking area is intended to support this aim, but the management of the culture of your holiday is an important factor.

3.2.3 Non-prescription drugs

You are legally required to attempt to prevent the illegal supply of non-prescription drugs or the smoking of cannabis. The law does not currently require you to control the possession of non-prescription drugs, or the usage of non-prescription drugs other than cannabis (or opium); however, our policy does require you to take action in such circumstances.

If you suspect some individuals to be in possession of non-prescription drugs, you do not have the right to search the individual, although you can ask them to turn out their belongings. You do, however, have the right to search lockers etc., which are part of the site.

If you find any non-prescription drugs, you should do the following:

- confiscate the drugs, ensuring that you have a witness, and hand them into the local police. The law allows you to do this anonymously, but we advise you to telephone the local police station before you arrive. Alternatively, you are legally allowed to dispose of them, but you may well fall foul of other legislation (e.g. environmental).
- usually the parents of the individual(s) concerned should be informed, but if you have concerns about doing so you should speak to thirtyone:eight first.

3.2.4 Solvent abuse

If volunteers discover solvent abuse amongst members, or solvents themselves, they should confiscate the substances and inform the Safeguarding Officer. In discussion with the VF Office, they will then decide whether or not to inform the member's parents.

Any materials which you use as part of running the Venture or Falcon which contain solvents (for example certain glues and paints) must be stored securely and monitored carefully when in use so that abuse does not take place.

3.3 Respectful attitudes

Members will be expected to adhere to the holiday rules and boundaries set out by the Overall Leaders, and these rules should be outlined in the run-up to the holiday and reinforced again once it starts. It's essential that members are introduced to their leaders and advised about leader's roles, so members know who to talk to if they have any concerns.

Members will be expected to treat one another with respect. Members should be advised how to use their mobile phones respectfully and how to conduct themselves online, as well as face-to-face.

3.3.1 Mobile device usage

Members should not be given access to Wi-Fi while on the Venture or Falcon.

An increasing number of safeguarding incidents on Ventures and Falcons involve mobile devices – primarily smartphones. For example, it is now possible for a male adult to be present and abusive in a girls' sleeping area via a video call; and for children to be bullied during and after the event via inappropriate photos and/or comments in an online 'group chat'. Therefore, the Overall Leader and Safeguarding Officer must create a risk assessment for how they intend to handle this evolving dynamic. The Safety Officer may have more experience of risk assessments than the Safeguarding Officer and therefore could be a useful set of eyes.

As an initial measure, members should be discouraged from bringing mobile devices with them. Whilst you might think this will never happen, especially with older members, holidays that are 'mobile free zones' report that members actually enjoy being liberated from their screens for a week – and it's great for their mental health! However, you will need to let parents and members know how someone at home can contact them. Ensure the system available for parents to make contact works well, and any issues are resolved as soon as possible.

If you are unable to make your holiday a 'mobile-free zone', you and your Overall Leaders will need to handle the issue carefully. Please speak with your Overall Leaders about how you can work towards dormitories and changing areas, at the very least, becoming 'mobile free zones', if this is not already in place, as we need to work hard together to minimise the associated risks, particularly of child-on-child abuse.

Respectful use of mobile devices, including camera functions, must be observed by everyone both during the Venture or Falcon and after it has ended. It is a good idea to underline expectations around this with members on the first day of the Venture or Falcon.

Here are some ideas from other Ventures and Falcons to consider:

- Discourage members from bringing mobile devices in your Welcome Letter and Kit List, including a note that they will need alternative devices (without cameras or access to the internet) if they use their phones at night as a torch, clock or for music;
- Stipulate certain times when phones must be switched off (e.g. mealtimes and meetings) and when mobiles (and cameras) must be put in the 'bank' (especially overnight and when using changing facilities);
- Reassure members about how they can contact home or be contacted from home, how they can charge their mobiles and that this is a good opportunity to get away from 24/7 connectivity.

It is important to manage members' expectations well. Your policy and/or expectations must be made clear in the information you send out to members before the holiday. When making changes to these, you may want to let members know during the Venture or Falcon one year about what will be different next year.

The website <https://www.thinkuknow.co.uk/professionals/resources/> has some useful resources you could use as part of conversations with your members.

3.3.2 Bullying

There is no legal definition of bullying. In the context of schools, it is usually defined as behaviour that is repeated, intended to hurt someone either physically or emotionally and often aimed at certain groups, for example, because of race, religion, gender or sexual orientation.

Bullying takes many forms and can include:

- physical assault
- teasing
- making threats

- name-calling
- cyberbullying – bullying via mobile phone or online (for example email, social networks and instant messenger).

Bullying is entirely unacceptable and you must take all reasonable measures to protect any individuals whom it is affecting. There are a few practical measures you can take to address bullying:

- make it clear to members from the start that they are expected to respect each other, and each other's property;
- make it very clear to members how they can get help if they are bullied;
- make yourself open and approachable so that if members need help they will be confident in seeking it from you;
- brief dorm leaders to be interested in how members in their dorm are getting on with one another;
- Overall Leaders – ask dorm leaders frequently how it's going and spot potential problems early;
- make it clear to your volunteers that taking part in any behaviour which could be seen as bullying is completely unacceptable (e.g. ganging up on or poking fun at a particular member, etc);
- be aware of bullying which may occur via mobile phones and social networking sites, many of which are accessible by mobile phones and include compromising/unsuitable photographs.

Someone with additional needs can be especially vulnerable to bullying and disrespectful behaviour and sometimes to harm. Along with other members of the team, the Safeguarding Officer should ensure that the person with additional needs knows who they can approach about any concerns.

3.3.3 Online conduct

CPAS recognises that the internet is a useful tool for promoting Ventures and Falcons and for interaction with and between members, but members should be reminded that their activity online should be both respectful and careful.

For any webpage, forum or message board set up by a Venture or Falcon, members will be expected to adhere to the guidelines set out by the administrators and alerted to the fact that the site will be monitored regularly. Members need to be advised that private communications (e.g. messaging) between leaders and members are not appropriate.

For further details on communicating with members and managing social media, see Section 6.

3.4 Sexuality and gender identity

CPAS considers all members welcome on a Venture or Falcon, as far as we can accommodate them safely.

Sometimes in the context of a Venture or Falcon, members may articulate personal details or views around sexuality or gender. If this happens, leaders are expected to follow many of the same principles outlined in *Listening and responding to members* (section 2.2), and to avoid creating additional stress or any sense of being unwelcome. Pastorally, you are required to maintain confidentiality and to encourage the member to talk to a family member, if they have not done so already, or establish links with their local church for help beyond the holiday.

If a member or their parents provide information at the application stage, and you need advice on how to safely accommodate and support a member on your holiday, then you can contact thirtyone:eight on their helpline at any point throughout the year, or the VF Office.

CPAS has created some training videos on 'Sexuality, Gender & Welcome' that Safeguarding Officers may wish to view, and then use as part of their team training if appropriate. These are available to Overall Leaders and Safeguarding Officers on request from the VF Office.

3.5 Communication with parents

You must ensure that there is always the opportunity for members to speak to their parents or other people outside the Venture or Falcon if they ask to, including an option to do so confidentially. This is to give

members and parents confidence in our openness, and to ensure we are not incorrectly seen as a closed, cult-like organisation.

There are certain situations where, as a result of a safeguarding-related incident, you will consider informing a particular member's parents about the incident.

- Always discuss this with thirtyone:eight and/or the VF Office before speaking to parents.
- Parents will usually be informed in the event of drug use or extreme behaviour, particularly that which puts others or the member in danger.
- Parents may or may not be informed in the event of a disclosure of abuse – it is very important that those who are implicated in such a disclosure are not informed. This decision will be taken in discussion with thirtyone:eight, possibly with specialist advice which may include Children's Social Services.

3.6 Physical restraint

CPAS Ventures and Falcons do not operate a policy for restraint, as this requires highly specialist, in-depth training which we do not provide as standard. Training is most commonly offered by local authorities to staff in care homes, residential schools (for challenging children) and some foster carers. However, training in these areas does not permit you to use these skills on a Venture or Falcon. If you wish to get further training in managing violent, aggressive or risk-taking behaviours, you could consider *Non-Violent Resistance* (NVR) training which is an approach used in a variety of settings including schools, Special Education Needs and Disabilities (SEND), and Looked After Children's (LAC) services.

If a holiday has been made aware that restraint skills may be required within the team to accommodate a member, the Overall Leader should contact the VF Office to assess whether this can be managed by the leadership team before accepting the member's booking.

On a CPAS holiday, the only time restraint should ever be used is when a child or young person is in immediate danger of harm. It should be recorded straightaway, either on an *Incident Log* or *Safeguarding Log* (VFC036), and the parents contacted. It is something to be avoided whenever possible. It is always better to put a proactive preventative plan in place rather than to react, but if a greater danger is posed by leaving them unrestrained, it may be necessary to exercise restraint.

3.6.1 Good Practice

- Following any situation of challenge/restraint, once the situation has been calmed, a leader needs to talk with the member about what led up to the incident, their feelings, and the effect their behaviour had on themselves and others. Make plans together as to how this might be handled differently next time, even if the same triggers occur.
- Other members should be removed from the scene as an audience can exacerbate the situation.
- If a member threatens to leave the holiday, and there is no imminent danger of harm, the member should be followed at a safe distance until they calm down and you can then talk about the situation. The aim is to keep them away from danger, be it running across a road or hitting another person. If they are running away across an open space, then let them go, but follow within talking distance. Calm them down and talk at a lower level than them.
- If more than one member is involved in a fight scenario, it can help for each to have a supportive leader assigned to them. An Overall Leader should talk to them separately, to get an overview of the situation.
- Always show the member respect and allow them their dignity. Be prepared to let them know that if the behaviour is repeated then it may be necessary to send them home because the holiday is no longer a safe environment for them.
- If you do have to restrain them, write it up immediately and ask other leaders who witnessed the incident to do the same. An Overall Leader will need to assess if the holiday remains a safe environment for the member or whether they should be sent home. If the latter, please discuss with the VF Office. The parents should always be notified that restraint was used.

4 Photographs and Video Images

Photographs and images are terms sometimes used together or interchangeably. This policy applies to both video and photographs – i.e. moving or still images.

Photography and video recordings are great ways of recording Ventures and Falcons' activity and providing a historic record – illustrating and validating important moments in young people's lives and in our activities. They also provide a useful tool for promoting future events. However, where photographs are captured or used inappropriately, they have the potential to be hugely damaging. It is therefore essential that we put guidelines in place, to give confidence to parents, members and leaders that we approach photography safely and to demonstrate that we respect the right of everyone to make the choice whether or not to be photographed. In addition, the following policy aims to protect leaders from accusations based on misinterpretation of stored video or photographic material.

Parents are asked to give permission for photos on the member booking form, and leaders on their application form. They may also let Overall Leaders or the VF Office know if anyone should not be photographed. This will be recorded on OBS and can be found in the full member or leader OBS report.

All volunteers should be made aware of our policy on photography on Ventures and Falcons.

4.1 Policy (taking, using and storing photographs)

Policy: Taking photographs/films

- Volunteers should not take several successive photographs or prolonged videos focusing on any one particular child.
- Care should be taken not to take pictures of children where they can be easily identified (e.g. if a name badge is visible/school leavers hoodie).
- All children must be appropriately dressed when photographed.
- Photographs of children or adults semi-naked or in swimming attire out of the pool **must not** be taken.
- No photographs/films may be taken of a child if the child, or their parents, have not agreed to the photo permissions included in their booking form and in the Ventures and Falcons Terms and Conditions. Overall Leaders must take responsibility for disseminating this information.
- No photographs/films may be taken of a leader if the leader has not agreed to the photo permissions included in their application form. Overall Leaders must take responsibility for disseminating this information.
- Photographs should never be taken in dormitory or changing areas.
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the Safeguarding Officer.
- Volunteers should not lend their personal camera, video equipment or laptop to anyone else to use. Where equipment is required by members for specifically assigned activities, Overall Leaders should take measures to ensure that the integrity of their volunteers is not compromised. Please see the suggested working model in section 4.2 for further clarity.

Policy: Using photographs/films

Those who use photos for publicity purposes (via leaflets, websites, or social networks), or to present the Venture or Falcon in their local setting, must observe these safeguarding guidelines and regularly review the pages of any website or social network site so that it remains up to date, effective and safe.

Anyone designing a website for a Venture or Falcon will want to ensure that it promotes opportunities for children and young people to get involved. While it is important to reflect the full mix of participation and activities, care should be taken to ensure the safety of children and young people. Designers, website builders or those handling photo-sharing or social network pages must adhere to the following policy:

- Photographs of members taken by volunteers remain the property of CPAS and must only be used in accordance with CPAS policies.
- Permission must be sought from Overall Leaders to use any photographs. This includes any photographs of members taken by a volunteer for use in their own children's/youth groups.

- Photographs and video images are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Children should not be identified by full name or other personal details. These details include e-mail or postal addresses, telephone numbers or church. Names or other personal details should not be used in any caption, file name, alt text etc.
- When using photographs or video images of children and young people, it is preferable to use group pictures.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Restrict access to photo-sharing sites to those attending your Venture or Falcon and their parent. They must not be able to invite additional friends or create other links. A private/unlisted link is not sufficient; photo-sharing sites must be either password-protected or access-restricted via a login.

Ensure you only use photos of people where parents/leaders have given photos permission and where children/young people have not objected to their picture being taken. All children/young people should be able to decide not to allow their photo to be taken and be confident that this decision is respected. Parents are asked to give permission for photos on the member booking form, and leaders on their application form. They may also let Overall Leaders or the VF Office know if anyone should not be photographed. You can see who has/hasn't given photo permissions on the full member or leader report on OBS.

Policy: Storage of photographs/films

- Any volunteer responsible for storing photographs/films must be trusted, over 18 and go through our safer recruitment process every year.
- Any volunteer must be prepared to make available to the Overall Leaders or CPAS all digital photographs, memory cards and recorded materials, including all those from the event uploaded onto computers.
- Ensure that image files are appropriately named. Do not use member's names or personal details in image filenames or alt attributes.
- Overall Leaders should be aware of the existence of all photographs and films taken on their Venture or Falcon, and how they are being stored.

Photography by members

Many members will wish to take their own photos to record their memories. We need to ensure we provide the best possible care of members by ensuring that no member is exploited, abused, or bullied by other members through inappropriate photographs.

It is recognised that mobile phones, cameras and other portable devices capable of taking photographs and video images are both very small and very accessible to young people and adults. For this reason, it is encouraged that mobile devices are not used in dormitories or changing areas. Young people should themselves be made aware of the dangers and the need for respect when taking photographs. Members/followers should ensure their own account privacy settings are safely managed. They should also be made aware of who to report to should anyone not behave respectfully in this, including reporting any inappropriate uploading (e.g. to a social network page or photo-sharing websites), bullying activity or issues of sexting. Members may be encouraged to develop agreed guidelines for the use of mobile devices, including guidelines on respectfully taking and uploading photographs. These guidelines can then be posted up during the Venture or Falcon for all to be reminded of the agreement.

Suitable ways may also be found by Overall Leaders and Designated Photographers to create authorised places; e.g. photo-sharing websites for viewing photographs after the event. In this way, only photographs that are from an authorised source and those photographs from participants that are checked by the volunteers can be posted, while all those who attended will be able to enjoy the photographic record of the event.

Overall Leaders should also be vigilant in monitoring who members are taking photographs of. No photographs/films may be taken of a member if the member, or their parents, have not given their permission for this to happen. This is particularly important for those members who are in care. If this does take place, the member taking the photographs/videos should be asked respectfully and discreetly to delete these images from their device.

4.2 Suggested working model

To be confident that all aspects of the above policy are being observed, and to simplify communication, Overall Leaders may wish to apply the following working model on their Venture or Falcon.

- We suggest the Overall Leaders appoint Designated Photographers and/or a Photograph Storage Manager in advance, and all other volunteers are advised against taking photographs. It may be that just one person is given both of these roles. The Overall Leaders must have full confidence in this person/people. Designated Photographers and Storage Managers, or anyone contracted for photography or videoing, must be fully briefed as to CPAS policy and guidance in advance, including knowing those that cannot be photographed.
- The Overall Leaders hold supervisory responsibility over the Designated Photographer and/or Storage Manager. Random checks may also be used as a way of ensuring and quality assuring that the policy is being followed by the designated individuals.
- Photograph Storage Managers will be aware of and authorise the use of a volunteer's personal equipment for member-led production, if required for specific activities.
- All photographs and films are uploaded to one agreed platform (e.g. hard drive or cloud-based servers) by the end of the Venture or Falcon, to the knowledge of the Photograph Storage Manager, and then deleted from original devices.
- Permission can be sought from the Photograph Storage Manager to use a photograph/film after the Venture or Falcon. Stay mindful that any photographs to be used or distributed must fulfil the criteria set out under the 'Taking and Using Photographs' section of the policy (Section 4.1) e.g. no shots of members in their swimwear, or shots overtly focussed on an individual.

5 Recruitment of Volunteers

Overall Leaders are responsible for recruitment of their volunteer teams. As a safeguarding measure, all volunteers are vetted before being accepted onto the team. While Safeguarding Officers are not expected to oversee the team's recruitment, CPAS' Safer Recruitment Process has been included in this handbook for information and reference purposes as it forms a vital part of our commitment to safeguarding.

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS), and will take all reasonable steps to ascertain the background of potential volunteers.

5.1 Safer recruitment process

Our vetting procedure is as follows:

- **Application forms and references:** every year, ALL volunteers (including non-attending leaders e.g. treasurers, Bookings Contacts) complete a volunteering form every year, which includes, as part of it, self-declaration questions (e.g. regarding any concerns or allegations about working with children). Overall Leaders review the applications and raise any concerns with the VF Office. There are two different application forms:

Returning leaders (those who were on the team during the previous year's Venture or Falcon) can be invited, through OBS, to complete a shorter online returning leader application (see *CPAS Database Guide - Leader Recruitment*), with the volunteer providing their church leader details as part of the process. A short online reference is then requested from the church leader to confirm on-going suitability (see section 5.1.1). Alternatively, volunteers without internet access can complete a *Returning Leader's Form (VFC033)* which includes the signature of their church leader to support their application.

New leaders (those who were not on the team in the previous year) complete a more detailed online application (see *CPAS Database Guide - Leader Recruitment*) with the volunteer providing their church leader details and another referee's details as part of the process. Full online references are then requested from both referees (see section 5.1.1). If it is not possible for an online application to be made, a *New Leader's form (VFC032)* is available.

- **DBS Checks:** ALL volunteers are required to obtain a DBS check through the Disclosure and Barring Service (or relevant overseas criminal records check) before being accepted onto a team (see section 5.2). **This includes Junior Leaders as young as 16.** A new check will need to be completed every three years.
- **CPAS's Basic Safeguarding Training:** ALL volunteers are required to complete CPAS's online basic safeguarding training before being accepted on a team (see section 2.8). Training will need to be completed every three years.
- **Overseas references and criminal checks:** in addition to filling out the application forms relevant to their new/returning status, volunteers who have lived outside the UK for more than 9 months in the last 5 years or who are currently living overseas may need additional references and criminal records checks. Please contact the VF Office for more details of what will be needed in each situation.
- **Interview/induction:** Overall Leaders should have at least an informal conversation with each volunteer to ensure there is clarity about their role in the team and their responsibilities, well in advance of the Venture or Falcon (see also *Overall Leader's Handbook*).

Please note that during the application process, we also ask leaders to tick to confirm that they respect CPAS' 'Basis of Faith' statements.

It is not acceptable for a Venture or Falcon to use their own volunteering forms, since there is certain wording included which is legally required (such as information needed for compliance with CPAS' DBS registration). If you need to ask additional questions, please use an extra sheet. If you have any feedback on how to improve this form for the future, please do let the VF Office know.

5.1.1 References

References can provide helpful perspectives based on others' experience of applicants outside of the context of Ventures and Falcons. References should be read carefully and followed up with referees when needed (e.g. if a referee hints at a safeguarding or mental health issue). Overall Leaders could phone to ask:

- What happened, when and why/what led to it?
- What support would they need to cope well as a leader on your event?
- What restrictions / reasonable adjustments would the referee recommend you considering?

Overall Leaders should ensure they keep notes of the headlines and talk it through with the VF Office as appropriate. Overall Leaders could also have a further conversation with the volunteer to talk this through. The volunteer's own response and willingness to engage well on this level will be key to the decision. If they're a younger leader, it may also be appropriate, with the leader's permission, to talk with their parent. Follow up conversations with a leader or referee should be recorded on OBS against the application or reference (see *CPAS Database Guide – Leader recruitment*).

New leaders will need at least two 'long' references, one of which should be from their church leader. These references must be in writing, and each referee must have known the leader for at least two years. If the volunteer has been on a team for a different Venture or Falcon in the past, the Overall Leader of that holiday could provide additional insights.

Returning leaders will need at least one 'short' reference from their church leader to confirm ongoing suitability. This also now includes a space for further comment. The referee must have known the leader for at least one year.

References fall into three categories:

- **Church reference** - For both new and returning leaders, the church reference should be from someone who can confirm their suitability to volunteer in this context, normally the leader of their church. They should be someone who knows them well and has known them for at least 2 years for new leaders or 12 months for returning leaders.
 - If they moved churches within that time, an additional reference should be requested for each church.
 - If the church leader doesn't know the volunteer well, the volunteer is related to their church leader, or their church leader is also an Overall Leader on the Venture or Falcon, an alternative church referee could be another staff member in a leadership position in their church.
 - If the volunteer is the church leader, they should provide details of either a peer or someone they are accountable to in their ministry who fits the above criteria.
- **Personal reference** – New leaders will also need a reference from someone who has known them well for at least 2 years, is over 18, and, ideally, has personal experience of their work with children / young people outside of Venture and Falcon Holidays.
- **Overseas reference** – New and returning leaders who have lived outside the UK may need to provide additional references to cover their time outside the UK. 'Overseas referees' should be a leader of their church outside the UK, a line manager who worked with them outside the UK, or a line manager or the HR department if working with a UK based mission agency. The VF Office will normally contact any leaders who've lived outside the UK directly to request the appropriate references, which the Overall Leader will then review.

An Overall Leader may also choose to request a further reference(s) if thought useful.

When assessing suitability of a referee, please keep in mind, in addition to the above:

- References cannot be given by a family member, an Overall Leader of the Venture or Falcon or someone who knows the volunteer primarily in the context of Ventures and Falcons.
- Ideally the referee will be someone who is not involved as a leader on the same holiday.
- A husband and wife couple cannot be used by an applicant to provide both of their references.

The VF Office sends out reference requests for all online leader applications and for paper applications where the referee's details are entered on OBS. See the *CPAS Database Guide - Leader Recruitment* for more details of how to request references. Volunteering forms, references and any additional follow up to references should be sent to the VF Office and/or recorded on OBS.

		Reference 1	Reference 2	Declaration form	DBS check*
Requirements	New Leaders*	Full reference from church leader.	Full reference from another person who can vouch for their character and skills.	Signed and dated self-declaration using the questions on the application form.	An enhanced DBS check with children's barred list, obtained through CPAS and issued less than 3 years before the start date of the event, or the same check through the DBS Update Service.
	Returning Leaders*	Short reference from church leader.	Not required.		
How obtained	New Leaders*	Overall leaders use OBS to have a reference request sent from the VF Office (see CPAS Database guide – Leader Recruitment). Details of referees are provided in the online or paper application/volunteering form. If additional references are needed, these can also be requested via OBS.		By Overall Leaders – self-declaration is included within the online or paper application form.	VF Office automatically emails leaders who've applied and been accepted on OBS and who do not have a valid DBS check. Overall Leaders should encourage volunteers to apply promptly otherwise they may not be able to attend the Venture or Falcon.
	Returning Leaders*				

* Further references and criminal record checks may be required where a reference doesn't cover the time period required or where a leader has lived abroad for more than nine months in the last five years, to cover their time abroad.

5.1.2 Recruitment of ex-offenders policy

Ventures and Falcons will not accept as a volunteer anybody who is known to have harmed children or who is listed as barred from such work by the Disclosure and Barring Service (DBS) and will take all reasonable steps to ascertain the background of potential volunteers.

As noted on the volunteer application form, a criminal record will not necessarily prohibit the appointment of an individual as a volunteer.

With regard to certain specific areas, our policy is as follows:

- Volunteers will not be accepted on a Venture or Falcon team if they have any previous convictions or cautions for offences against children, offences of domestic abuse where children were affected, or if they are barred by the Disclosure and Barring Service.
- Volunteers with any offence involving possession, supply or use of drugs, where the conviction took place within three years prior to the individual's application will not be accepted. After three years have elapsed since the conviction, the VF Principal or Safeguarding Manager will review each individual application supported by a new DBS check indicating no new convictions within that three-year period.
- Volunteers who have used drugs or any other substances leading to a change of behaviour (e.g. petrol, legal highs, glue), which doesn't appear as a conviction on their DBS certificate but has been highlighted in a self-disclosure or a reference, for example, will be considered by the VF Principal or Safeguarding Manager on a case-by-case basis.
- Volunteers with any offence involving dangerous driving, driving under the influence of alcohol or drugs or careless driving where the conviction took place within ten years prior to the individual's application will not be allowed to drive with any passengers in their vehicle during a holiday.

Other offences and issues will be considered on an individual basis by the VF Principal or Safeguarding Manager, in discussion with the Overall Leaders, with specialist advice where appropriate. In particular, we will consider the following points:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

5.2 Disclosure and Barring Service (DBS)

This section details CPAS' policy on requesting information from the DBS. Much of this is handled by the central VF Office, and some of the detail is therefore of little direct relevance to your particular Venture or Falcon team. However, there will be individuals who will want to know the details of the policy so it is presented here in full.

5.2.1 General policy

Application process An email is sent to volunteers by the VF Office automatically, as soon as their leader application is accepted on OBS, when a new DBS check is needed. I.e. if they are new to being a leader or if their existing check will be more than 3 years old at the start of their event. The email includes instructions on how to either complete a new online DBS check through the Online Disclosures system, or complete a DBS Update Service form if they are registered with the Update Service. The Update Service allows a DBS certificate to be kept up-to-date online and to be used by different organisations where the same type and level of check is required.

Overall Leaders are responsible for keeping OBS updated with details of their volunteers in good time for this process to be started for each individual. Paper DBS application forms can be sent on request, if volunteers do not wish to apply online.

Identity checks Part of the process of applying for a DBS check involves the verification of the individual applicant's identity.

If volunteers complete an online DBS check, they must have their identity verified by either:

- their Overall Leader, who can complete the ID verification online,
- Using the paper ID Confirmation form (VFC045): their Church Leader, church Safeguarding Lead or the person at their church who completes ID checks for the church's DBSs; or
- the Post Office, if the volunteer has notified the VF Office of this in advance of completing their DBS application.

All Overall Leaders should register as an ID Verifier with the Online Disclosures system, as it speeds up and simplifies the process if they are able to complete ID checks online. **The verification of identity documents must be carried out face-to-face with the applicant.**

Full details of the required documentation are given in the guidance notes supplied to each individual.

Dispensations There are a very small number of occasions where a volunteer will be given special dispensation to attend a Venture or Falcon without the relevant DBS (or relevant overseas criminal records check). The VF Principal and a trustee will consider requests for dispensations and communicate decisions to the Overall Leaders, Safeguarding Officer and Deputy Safeguarding Officer.

Dispensations will always come with restrictions, and leaders volunteering with a dispensation will need to be safely managed.

5.2.2 Security policy

We comply fully with the DBS Code of Practice, the Data Protection Act (2018) and the General Data Protection Regulation (GDPR) regarding the correct handling, use, storage, retention and disposal of DBS certificates and information.

Storage and access Disclosure certificates are always kept securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are entitled to see them as part of their duties. Information from disclosure certificates is only passed to those who are authorised to receive it in the course of their duties.

Usage Information on disclosure certificates is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention	Once a decision has been made on accepting a volunteer, we do not keep disclosure certificates for any longer than is necessary. Disclosure certificates may occasionally be kept for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure certificates for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so.
Disposal	Once the retention period has elapsed, we will ensure that any disclosure certificate is immediately and suitably destroyed or returned by secure means. We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a check. However, we may keep a record of the following information: <ul style="list-style-type: none"> • the date of issue of the certificate • the name of the subject • the type of check requested • the position for which the check was requested • the unique reference number of the certificate • the details of the recruitment decision taken including a paper trail of how this decision was reached

5.3 Junior Leaders

For the purposes of this handbook, Junior Leaders are considered to be leaders aged 16-17 with reduced responsibilities, but you can apply some of the same good practice principles to 18+ Junior Leaders as necessary.

5.3.1 Recruitment

Junior Leaders are to be recruited in exactly the same way as adult leaders, and are subject to application, references and a DBS check. In addition, Overall Leaders must obtain a *Parental Consent Form (VFC041)* for all Junior Leaders, and keep this together with the rest of their holiday paperwork to be returned to the VF Office once the holiday has finished so that it may be stored centrally.

5.3.2 Good practice

Any team which has volunteers who are under 18 must identify who on the leadership team is to take responsibility for their care. All volunteers over the age of 18 are now deemed to be in a 'position of trust' (see section 1.1.2) with these volunteers. It will therefore be unacceptable for those people in a position of trust to engage in any behaviour which might allow a sexual relationship to develop whilst the position of trust continues. For this reason, those people in a position of trust should not accept volunteers who are under 18 as 'friends' on social networking sites, other than in the context of local church ministry and family relationships. A volunteer under the age of 18 may be allowed to be alone with a leader over 18 as a necessary part of their role, although care should be taken for this to only occur when absolutely necessary.

Thirtyone:eight (our safeguarding consultants) advise that the best practice is that adults aged 18 or over are responsible for working with children or vulnerable adults. Therefore, extreme caution needs to be exercised about giving 16 or 17-year-olds such responsibilities as they are deemed to have not yet reached the necessary level of maturity. It is important to recognise that, while their assistance is valuable, they cannot be counted as adults within the leader:member ratios for the various activities of the holiday, but must instead be considered as additional helpers to the leaders.

To minimise risk, **all** leaders should be made aware of Junior Leaders in the team, and the responsibilities/tasks they have been given. Junior Leaders are not to be left in sole charge of members or put in vulnerable situations, but instead given opportunities to grow into the role of a leader under the care and supervision of more experienced team members.

For leader training days with under 18 leaders present, please contact the VF Office.

5.3.3 Accommodation

Another important aspect to consider when having Junior Leaders on a holiday is that of their accommodation. They are legally still children but are also in a perceived position of trust in their capacity as a Junior Leader on the holiday. Some important factors to consider in their accommodation include:

- Separate under 18s from those aged 18 or over when it comes to sleeping arrangements. However, in some cases, it might be more appropriate to sleep Junior Leaders with young adult leaders from the same peer group (because they know one another well OR because they require specific care/supervision). In this instance, parental consent must be sought.
- Junior Leaders are not to share accommodation with members.
- Unless agreed with parents, no one under the age of 18 should be permitted to sleep alone.
- As far as is practically possible, information regarding accommodation for Junior Leaders should be made clear when they are invited to apply.
- It is the responsibility of adult leaders in charge of supervising accommodation to demonstrate appropriate awareness of their responsibilities, be aware of the safety and security of the young people and know how to respond in an emergency or incident.

5.4 Visitors to your holiday

Overall Leaders need to take all reasonable steps to vet visitors to their Venture or Falcon. No visitors are to be allowed onsite without the knowledge of the Overall Leaders. All visitors must have a valid reason to attend which furthers the work of the Venture or Falcon.

A visitor is someone who visits the holiday for up to 2 days (one night), consecutive or non-consecutive. If attending the holiday for longer than this, they should go through the usual leader recruitment process. This is because this person will have close access to children and be seen as someone in a position of trust.

The number of visitors on any one day should not exceed 10% of your overall team or 5 people, whichever is smaller. All visitors must adhere the following requirements:

- Visitors must complete the online *Visitor Form* at least a week in advance of their visit. The link for this will be emailed to Overall Leaders but, if needed, a paper *Visitor Form* (VFC042) may be used and emailed to the VF Office in advance of the holiday. The VF Office will check the form and confirm to the Overall Leaders whether or not they may proceed with this person visiting.
- Visitors must never be left alone with children and should be instructed which bathrooms are 'visitors' bathrooms.
- Visitors cannot be included in any leaders:members safety ratios.
- Visitors must be recorded on the *Holiday Register*.

Below, are additional requirements for visiting lifeguards, activity/content providers, and overnight visitors:

	Overnight visitors* (maximum 1 night)	Lifeguards (non-leaders)	Activity or content providers
DBS requires	<ul style="list-style-type: none"> • Clear • Enhanced • Child Workforce† • Completed within the last 3 years • Includes 'Children's Barred List' check 	<ul style="list-style-type: none"> • Clear • Enhanced • Child Workforce† • Completed within the last 3 years • Includes 'Children's Barred List' check 	<ul style="list-style-type: none"> • Clear • Enhanced • Child Workforce† • Completed within the last 3 years • 'Children's Barred List' check required if the visitor is unsupervised at any time.
Further action	<p>Accommodate in a separate block or floor from members. (e.g. a visitor cannot stay with their spouse (a leader) on a children's corridor.)</p> <p>Out-of-bounds- areas must be clearly defined (e.g. children's accommodation bathrooms).</p> <p>Overall Leaders should inform all volunteers of any overnight visitor.</p>	See the <i>Activity Guidelines Booklet</i> for details.	See <i>Activity Co-ordinator Handbook</i> for details.

*If a 'day visitor' unexpectedly needs to stay overnight, the Overall Leader must immediately contact the VF Office via the office phone or Out-of-hours phone to discuss and agree whether the visitor should be allowed to stay overnight.

† Unfortunately, CPAS are not legally eligible for checking 'Child and Adult Workforce' or 'Adult Workforce' certificates.

5.4.1 Visits from CPAS staff members

A CPAS staff member visits your Venture/Falcon every few years to support and encourage your team. Not all CPAS staff are recruited to the same levels, so unless otherwise instructed by the VF Office, please treat them as you would any other visitor.

5.5 Reviewing your team

An important aspect of Safer Recruitment is reviewing your team after the event with the Overall Leaders and considering whether there is anyone you would not have back for a safeguarding reason. **You must let the VF Office know**, as the individual might apply for another holiday and the VF Office would need to be aware of and understand the situation. This is also relevant if you choose not to have an individual back for other reasons e.g. attitude, chemistry.

6 Year-Round Communication with Members

6.1 Other day and overnight events

Day and overnight events for members (other than your normal Venture or Falcon events), to which under 18s are invited because they have been, or might be in the future, a Venture or Falcon member, and which are being run by leaders of that Venture or Falcon. You might use these as a reunion or a taster day to grow your Venture or Falcon. **You must inform the VF Office in advance if you are running a day or overnight event.**

Where you have under-18s present, you must follow all CPAS policy (health and safety, volunteer recruitment, etc.) as if you were running a full Venture or Falcon. Events with under-18s present must be run by an Overall Leader recruited by CPAS. Specific guidance for these events and leader training events can be found in our *Other Events* booklet.

All day and overnight events must use the appropriate booking form (as specified in the booklet *Other Events*) to ensure that parents are properly informed and sufficient permission is gained from them.

6.2 Virtual events

For online events, please see *Virtual Events Guidance*, which can be found in the leader's area of the Ventures website (password 'athena').

6.3 Visiting members

A volunteer meeting up with a member away from the Venture or Falcon, other than in the context of the local church (when that church's safeguarding policy will apply), is normally inadvisable. Where it is deemed appropriate, for example in a mentoring relationship, by the Overall Leader or a Church leader the member's parent's permission must be obtained in writing. The location and any accommodation details, numbers of other children and details of other adults present must be given to the Safeguarding Officer. This applies to all volunteers including Junior Leaders (16 and 17-year-olds).

6.4 Communicating with members

Communications that provide general holiday information or updates from your Venture to every member is of course appropriate before, during or after the event. Occasional postcards from leaders to members are acceptable and can be a helpful, transparent way to welcome, encourage and remind members. However, this should only be done if Overall Leaders have requested it and should not contain leaders' contact information or suggestions to meet.

There should not be sustained communications between individual volunteers and current (of any age) or prior members (under 18) where the relationship started in the context of a Venture or Falcon, including leaders engaging or following members on social media. If a member pushes this, the volunteer should alert the Safeguarding Officer and encourage stronger links with the local church. Where a local church connection is not possible, the Safeguarding Officer should consider how to manage this in consultation with the VF Office.

CPAS acknowledges some relationships exist outside of the context of Ventures and Falcons, such as:

- Mentoring relationships
- Younger leaders who are already friends with members (see also 6.4.1)
- Leaders who are friends of the family
- Extended family of members

These therefore need to be managed with some discretion during the Venture or Falcon.

Copies of all e-mails, letters, texts or online messages between volunteers and members should be retained by the volunteer(s) involved and made available to the Safeguarding Officer on request. No communications should be deleted, in case there is a need to refer back to them later.

If a volunteer receives any messages from a member which makes them wary about either the personal situation of the member or the relationship between the member and themselves, they should forward it directly to their Safeguarding Officer or Deputy Safeguarding Officer.

6.4.1 Members and younger leaders

We recognise that young leaders who have recently been members may have pre-existing friendships and therefore online 'friendships' and communications with younger members. While best and safe practice would be to stop any social media contact when they become leaders, this may not always be realistic, but do encourage younger leaders to consider this option as they could be leading for several years whilst some of their friends remain as members.

Reiterate that as younger leaders they are in 'perceived positions of trust' and so during the holiday they should adhere to what is expected of all leaders in relation to taking photographs, social media contact etc. This specifically includes avoiding social media contact with their friends who are members during the holiday.

Educate younger leaders on potential risks and the law around particular vulnerabilities for those in 'positions of trust'. This will help them to avoid compromising situations with members during the Venture/Falcon and the potential of a blemished DBS affecting their future.

6.5 Managing your holiday's online presence via social media

Ventures and Falcons are encouraged to set up a social networking presence. This can be a useful way of keeping in touch with members through the year, and encouraging them to invite their friends. Bear in mind, the minimum age to use sites such as Instagram, X (formerly Twitter), or Facebook is 13 years – thus excluding the 8 to 12 year olds in the Ventures and Falcons community.

Understandably, there are fears associated with the use of social media with safeguarding implications. We therefore need to ensure that appropriate measures are in place. The handout *Social Media Guidelines (HAN008)* is available to give to those leader(s) heading up your social media which includes the below safeguarding information as well as ideas for promoting your Venture or Falcon.

The following must be adhered to:

- At least two well chosen, trusted, group administrators who have been through our safer recruitment process, should be appointed (adult leaders only) to maintain accountability and transparency in the use of the forum, working in line with the social media policy.
- Where possible, the group should be a 'closed group' or 'private account'.
- We recommend you only use the following platforms: Facebook, Instagram and X (formerly Twitter).
- Do not use any form of social media where mobile numbers are required/shared, such as Snapchat and WhatsApp.
- During the holiday, it would also be helpful to communicate to members what respectful online conduct looks like.
- Venture and Falcon accounts must be monitored regularly and frequently by the group administrators (at least every week, including during your Venture or Falcon). Regular monitoring and intervention is essential to minimise the risk of bullying or any other inappropriate behaviour.
- No content from members should be automatically posted without being vetted or approved by the administrators via moderator settings.
- Any message boards, group chats or feeds on websites or social media accounts run by individual Ventures or Falcons must keep full logs of every conversation.
- Privacy settings must be adequate. Your social media administrator can determine who sees your posts and most importantly, ensure any comments or pictures in which your holiday may be tagged in are approved before the picture is published. Your holiday's profile can also be disabled from certain search engines.
- All photos and videos used must be in line with CPAS photo policy (see section 4).
- Contact with members should only happen via your holiday's online social media account, and not via a volunteer's personal account. We suggest that you reference the guidance created by the charity commission for further guidance around social media use e.g. whether you like/share/comment on posts by members/third parties etc.
- Sustained messaging between leaders and members is not permitted.
- Leaders are encouraged to have 'private' accounts where friend requests are required for access.

- A standard warning must be given on every chatroom, thread or message board which is part of a Venture or Falcon website or social media account as follows: “You should never reveal any personal details such as names or contact details, and never arrange to meet people solely via chat room contact. Always discuss details by a method where you can be sure of the other party's identity, e.g. telephone or an e-mail address which you know and trust.”
- A link to the Child Exploitation and Online Protection command (CEOP), or a similar alternative, for reporting purposes should be easily accessible. <https://www.ceop.police.uk/Safety-Centre/>
- A group statement should also include details on the minimum age to access the forum and a zero-tolerance approach to hate or abusive content.
- Known underage users should be reported to the site, personally notified and blocked from the group.
- Members should be advised to follow the usual precautions regarding the giving out of personal information.
- Parents should be informed of what social media your holiday is using, and encouraged to be involved with their child's online activity.
- The VF Office must be aware of the social media account you are using to promote your Venture or Falcon.
- It's important to remember that as leaders when you discuss anything relating to Ventures, Falcons or wider issues on social media, you are representing CPAS.
- Regularly review your connections, limiting your social media to appropriate 'subscribers'.

Safeguarding Pointers for Volunteers

Thank you for volunteering on a Venture or Falcon holiday. We want to provide children aged 8-18 with a wonderful time away with friends that they will want to share with others.

As a leader in a position of trust, there may be occasions where a conversation with a child, or your own observations, make you concerned for their welfare or well-being. Harm to children of any kind can have major long-term effects on a child's health and development, so it is imperative that we actively safeguard and support the children in our care.

Leaders also need to look out for each other and ensure their interactions with other leaders remain appropriate and respectful at all times. Where this isn't handled well, there is the potential for it to become a concern, whether it's of a safeguarding, leadership or welfare nature.

Your team's Safeguarding Officer is there to oversee this on your holiday and to offer training. The pointers contained in this document are to equip you with some additional guidance to help you react appropriately and pass on the information.

If a child discloses some information, remember the following:

- Keep calm ... do not react with shock or disapproval of the child, the parents or the incident
- Do not assume that the child's experience was either bad or painful
- Do not pre-suppose guilt or anger in the child
- Stay in control of your own feelings; do not let them see if you are angry or upset

Do	Don't
✓ listen carefully to what the child is saying	✗ PANIC!
✓ keep listening and seek clarification only	✗ promise confidentiality at the outset
✓ keep an open mind	✗ rush off to find someone else to listen
✓ write down as soon as you can exactly what the child said, with dates and times (VFC036)	✗ lie to the child or keep things secret
✓ tell your Safeguarding Officer as soon as possible, and check with them later that it has been followed up	✗ give answers to questions you are not sure about
✓ affirm the child that they were right to tell you	✗ make judgments of any kind about the alleged abuser or parents
✓ tell the child it is not their fault	✗ ask lots of detailed questions or press for answers a child is unwilling to give
✓ take care of yourself and work out what you are feeling	✗ investigate, judge or push for information

In the event of any disclosure or allegation from anyone on the holiday (including leaders)

1. Make notes on Form VFC036; record dates, times and events and the full names of those present.
2. Report it to the Safeguarding Officer or, if they are implicated, their deputy. Your Safeguarding Officer will seek advice from thirtyone:eight and, if necessary, the VF Office.

thirtyone:eight Safeguarding Helpline

0303 003 1111 (option 2)

3. Don't discuss the disclosure or allegation with anyone other than those named above.
4. Don't challenge the person yourself – report the details to your Safeguarding Officer.

The main forms of child abuse and neglect

Child abuse has many forms. There are four identified categories of abuse as described in *Working Together to Safeguard Children 2015*: **physical, emotional, sexual and neglect**. It is important not to investigate but to seek advice. A child is anyone under 18 (therefore including most teenagers). Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult/adults, or another child/children. The definitions of these forms of abuse are detailed within the above mentioned statutory guidance. However, some of the key signs and indicators that may help you identify this have been outlined by thirtyone:eight as follows:

<p><i>The following signs could be INDICATORS that ABUSE has taken place (but should be considered in context of the child's whole life/circumstances):</i></p>	
<p><u>Physical</u></p> <p>Injuries not consistent with the explanation given for them</p> <p>Injuries that occur in places not normally exposed to falls rough games, etc</p> <p>Injuries that have not received medical attention</p> <p>Reluctance to change for, or participate in, games or swimming</p> <p>Repeated urinary infections or unexplained tummy pains</p> <p>Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*</p> <p>Cuts/scratches/substance abuse*</p>	<p><u>Sexual</u></p> <p>Any allegations made concerning sexual abuse</p> <p>Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour</p> <p>Age-inappropriate sexual activity through words, play or drawing</p> <p>Sexually provocative or seductive behaviour</p> <p>Inappropriate bed-sharing arrangements at home</p> <p>Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations</p> <p>Sudden unexplained expensive clothing or gifts may be a sign of child sexual exploitation – where they have been manipulated into sexual activity in exchange for gifts, or are being groomed.</p> <p>Eating disorders - anorexia, bulimia*</p>
<p><u>Emotional</u></p> <p>Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy</p> <p>Depression, aggression or extreme anxiety</p> <p>Nervousness or frozen watchfulness</p> <p>Obsessions or phobias</p> <p>Sudden under-achievement or lack of concentration</p> <p>Inappropriate relationships with peers and/or adults</p> <p>Attention-seeking behaviour</p> <p>Persistent tiredness</p> <p>Running away/stealing/lying</p>	<p><u>Neglect</u></p> <p>Under nourishment</p> <p>Failure to grow</p> <p>Constant hunger</p> <p>Stealing or gorging food</p> <p>Untreated illnesses</p> <p>Signs of inadequate care</p> <p>Unkempt appearance</p>
<p><i>*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year</i></p>	

Social Media Guidelines

This handout is designed for those leader(s) heading up your social media. It includes safeguarding information as well as ideas for promoting your Venture or Falcon.

Ventures and Falcons are encouraged to set up a social networking presence. Social media can be a useful way to:

- Share stories and inspire each other throughout the year
- Recruit new members
- Keep current members active in promoting your Venture or Falcon community
- Share news and promote events to keep your online audience up-to-date on what's going on with your Venture or Falcon
- Foster community between members
- Keep member parents/carers/guardians up to date with how the holiday is going

Working model

- Bear in mind the minimum age to use sites such as Instagram, X (formerly Twitter), or Facebook is 13 years – thus excluding the 8 to 12 year olds in the Ventures and Falcons community.
- All content on the page, including images, logos, videos and music, should adhere to copyright laws. This includes background music to your promo videos.
- Try and post a variety of content (images, videos, places, items and holiday highlights).
- Frequency of posting will of course differ depending on each Venture or Falcon, however we suggest posting at least during the holiday, when bookings open, before the holiday and sporadically between these periods to create enthusiasm.
- Retweeting/sharing posts can be viewed as a sign of endorsement. This may be inappropriate in some circumstances.
- Tag us @CPASVentures or via the site you're using to engage others with your posts and create conversation.

Safeguarding and social media

Understandably, there are fears associated with the use of social media with safeguarding implications. We therefore need to ensure that appropriate measures are in place. The following policy is extracted from the *Safeguarding Officer's Handbook* and must be adhered to:

- At least two well chosen, trusted, group administrators who have been through our safer recruitment process, should be appointed (adult leaders only) to maintain accountability and transparency in the use of the forum, working in line with the social media policy.
- Where possible, the group should be a 'closed group' or 'private account'.
- We recommend you only use the following platforms: Facebook, Instagram and X (formerly Twitter).
- Do not use any form of social media where mobile numbers are required/shared, such as Snapchat and WhatsApp.
- During the holiday, it would also be helpful to communicate to members what respectful online conduct looks like.
- Venture and Falcon accounts must be monitored regularly and frequently by the group administrators (at least every week, including during your Venture or Falcon). Regular monitoring and intervention is essential to minimise the risk of bullying or any other inappropriate behaviour.
- No content from members should be automatically posted without being vetted or approved by the administrators via moderator settings.

- Any message boards, group chats or feeds on websites or social media accounts run by individual Ventures or Falcons must keep full logs of every conversation.
- Privacy settings must be adequate. Your social media administrator can determine who sees your posts and most importantly, ensure any comments or pictures in which your holiday may be tagged in are approved before the picture is published. Your holiday's profile can also be disabled from certain search engines.
- All photos and videos used must be in line with CPAS photo policy (see below for a summary of this).
- Contact with members should only happen via your holiday's online social media account, and not via a volunteer's personal account.
- Sustained messaging between leaders and members is not permitted.
- Leaders are encouraged to have 'private' accounts where friend requests are required for access.
- A standard warning must be given on every chatroom, thread or message board which is part of a Venture or Falcon website or social media account as follows: "You should never reveal any personal details such as names or contact details, and never arrange to meet people solely via chat room contact. Always discuss details by a method where you can be sure of the other party's identity, e.g. telephone or an e-mail address which you know and trust."
- A link to the Child Exploitation and Online Protection command (CEOP), or a similar alternative, for reporting purposes should be easily accessible.
- A group statement should also include details on the minimum age to access the forum and a zero tolerance approach to hate or abusive content.
- Known underage users should be reported to the site, personally notified and blocked from the group.
- Members should be advised to follow the usual precautions regarding the giving out of personal information.
- Parents should be informed of what social media you are using, and encouraged to be involved with their child's online activity.
- The VF Office must be aware of the social media account you are using to promote your Venture or Falcon.
- It's important to remember that as leaders when you discuss anything relating to Ventures, Falcons or wider issues on social media, you are representing CPAS.
- Regularly review your connections, limiting your social media to appropriate 'subscribers'.

Using photographs and videos

For your convenience, we've reproduced part of our photographs and video images policy here. The full policy, including taking and storage of images, can be read in the *Safeguarding Officer's Handbook*.

- Photographs of members taken by volunteers remain the property of CPAS and must only be used in accordance with CPAS policies.
- Permission must be sought from Overall Leaders to use any photographs. This includes any photographs of members taken by a volunteer for use in their own children's/youth groups.
- Photographs and video images are 'personal data' as far as data protection legislation is concerned and must be used responsibly.
- Ensure you only use photos of people where parents/leaders have given photos permission and where children/young people have not objected to their own picture being taken.
- Children should not be identified by full name or other personal details. These details include e-mail or postal addresses, telephone numbers or church. Names or other personal details should not be used in any caption, file name, alt text etc.
- When using photographs or video images of children and young people, it is preferable to use group pictures.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.
- Restrict access to photo-sharing sites to those attending your Venture or Falcon and their parent. They must not be able to invite additional friends or create other links. A private/unlisted link is not sufficient; photo-sharing sites must be either password-protected or access-restricted via a login.

Useful Contacts

Thirtyone:eight

0303 003 1111 - option 2

Safeguarding helpline and enquiries

CEOP

www.ceop.police.uk

Child Exploitation and Online Protection (CEOP) Centre provides a multi-agency service dedicated to tackling the exploitation of children.

Childline

0800 11 11 - www.childline.org.uk

This is an advice line especially for children and young people to use. You should have this number available for children to phone directly if they need to.

Childnet

www.childnet.com

Childnet's purpose is to help children and young people acquire 'net literacy' skills and offer advice to industry, organisations, parents and teachers about internet and mobile safety.

Internet Watch Foundation

www.iwf.org.uk

The UK Hotline for reporting illegal content, specifically: child sexual abuse content hosted worldwide and criminally obscene and incitement to racial hatred content hosted in the UK.

Kidscape

020 7823 5430 - www.kidscape.org.uk

Advice on bullying for parents or those working with children.

OEAP - Outdoor Education Advisers' Panel

www.oepng.info

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom. Primarily an education specific resource but useful as guidance for holidays and residential providers.

selfharmUK

www.selfharm.co.uk

selfharmUK is a project dedicated to supporting young people impacted by self-harm, providing a safe space to talk, ask any questions and be honest about what's going on.

Stop It Now UK and Ireland

0808 1000 900 - www.stopitnow.org.uk

Stop it Now! runs a confidential free helpline for adults to phone and discuss their concerns – including inappropriate online communication.

Think U Know

www.thinkuknow.co.uk

A site with advice on internet safety for all ages run by CEOP.

List of Forms

The below is a list of forms relevant to the role of Safeguarding Officer. Please remember that this list is not exhaustive and is only current at the time of printing. Some forms might be added or changed during the year. Check the Leaders' area under the Holiday leaders tab of the website www.ventures.org.uk for the latest information and to download forms (you will need the password 'athena'). There are several categories of downloads – the list below tells you which category to check for each form.

Generic forms

VFC001	Reference Request – Volunteers	Overall leaders & safeguarding
VFC002	Emergency Contact Information	Overall leaders & safeguarding
VFC005	Risk Assessment – blank	Risk assessments
VFC008	Health Update Form	Activities, safety & healthcare
VFC013	New Overall Leader Application Form	Available from the VF Office
VFC032	New Leader's Volunteering Form	Available from the VF Office
VFC033	Returning Leader's Volunteering Form	Available from the VF Office
VFC034	Returning Overall Leader's Volunteering Form	Available from the VF Office
VFC036	Safeguarding Incident Log Form	Overall leaders & safeguarding
VFC041	Parental Consent for Leader Under 18	Overall leaders & safeguarding
VFC042	Visitor Form (only use if Online Visitor Form cannot be accessed)	Overall leaders & safeguarding
VFC052	Video Contributor Form	Available from the VF Office
VFC054	Set-up Form for Other Events	Overall leaders & safeguarding
VFC954	Risk Assessment – Mobile Phones	Risk assessments

Handouts

HAN004	Mission, Values and Vision	Overall leaders & safeguarding
HAN005	Basis of Faith	Overall leaders & safeguarding
HAN006	Safeguarding: Pointers for Volunteers	Overall leaders & safeguarding
HAN008	Social Media Guidelines	Promotional materials & other resources

Guidance

Other Events Booklet (including leader training and reunion events)	Handbooks & policies
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**Venture and Falcon holidays
are part of the ministry of CPAS**

CPAS, Sovereign Court One (Unit 3),
Sir William Lyons Road, COVENTRY CV4 7EZ

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falcon@cpas.org.uk

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